



Job Description

Auditor

Job Purpose

The Auditor conducts professional services within their areas of expertise as per contractual obligations and as directed by the Project Manager.

Primary Duties and Responsibilities

The Auditor is remotely based. Travel is required.

FDAQRC has two (2) customers, Clients and Consultants. Maintaining customer relationships and ensuring customer loyalty through exceptional customer service is what makes us successful and therefore employees are expected to understand and demonstrate excellent customer service skills. This results in high retention of our customers.

The Auditor performs a wide range of duties including some or all the following:

- / Communicates with the Project Manager proactively for the success of the project
- / Ensures expectations are understood prior to performing services
- / Performs services for which they are uniquely qualified in a collaborative, instructional and professional manner
- / Completes deliverables by meeting or exceeding expectations
- / Responds to queries and pending items within one (1) business day

Qualifications

Two (2) or more years of technical experience in their area of expertise. Requires the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters is required.

A university degree or proven skills, verifiable with references, in a related subject.

Knowledge, skills and abilities in line with duties and responsibilities described above.

Proficiency in the use of computers for the professional working environment such as: Microsoft Office (e-mail, word processing [including track changes], spreadsheets and graphs).



Characteristics

The Auditor should demonstrate competence in all the following:

Behave Ethically: Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.

Lead: Positively influence others to achieve results that are in the best interest of the organization.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

Organize: Set priorities, develop a work schedule, monitor progress towards goals and track details/data/information/activities.

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.