

AUDIT SCHEDULING AND EXECUTION COORDINATOR



Rx-360 is a non-profit 501(c)(6) that is dedicated to the integrity of the pharmaceutical supply chain and patient safety. Rx-360 accomplishes this through member consortium working groups, education, and our unique audit program. We are seeking someone to join the team driving the success of the organization's Joint Audit Program®. The role will support the overall goals of the entire Rx-360 Consortium.

POSITION OVERVIEW

This position is responsible for driving the coordination of audit scheduling/execution. The person in this position will project manage all aspects of audit scheduling and execution. This would include, but not be limited to, ensuring all required paperwork is in place documenting all parties' understanding and agreement to the program requirements. This is a highly engaging role in which you will be interacting with both members and nonmembers of Rx-360 as well as internal team members.

Key Responsibilities include, but are not limited to:

- Drive audit scheduling and execution as assigned through the Rx-360 process plan/template,
- Track audit execution progress and update all status changes in a timely manner with the Rx-360 system,
- Assist, and in some cases prepare, documents and forms according to the Rx-360 process - including legal agreements, permission forms, statements of work and intent to sponsor forms,
- Clearly document activities and other details within the Salesforce database,
- Maintain and update database entries as needed (including member and non-member details, Accounts, Contacts, and other records – as well as linking such records together as assigned),
- Organize audit related documentation files to ensure completeness and accuracy,
- Control the proper delivery of confidential audit documents for each sponsor, auditor, and auditee as needed, interfacing with Rx-360 CAPA department as needed to provide subsequent documents as the audit moves through CAPA to closure,
- Field technical questions for clients, researching answers and following up through to resolution,
- Proactively communicate with members, clients, and suppliers in a professional manner,
- Provide specialized care for specific key accounts as needed,
- Champion the unique value that Rx-360 offers, always communicating membership opportunity with non-member contacts,
- Interact with Rx-360,
- Process credit card transactions as required or needed,
- Research answers to questions related to members' credit balances, and credit usage as needed,
- Maintain a kind, professional, and service-oriented demeanor with all customers via both verbal conversations and written email communications,
- Present Rx-360's value proposition knowledgably and confidently,

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- Participate in membership inquiry meetings, membership onboarding, vendor meetings, customer calls, and other audit operations support as needed,
- Work in conjunction with all Rx-360 Team Members and manager on value driving special projects.

QUALIFICATIONS

- 4-year college degree or equivalent
- Experience in database management (Salesforce.com preferred)
- Experience in pharmaceutical quality auditing is a plus
- Knowledge of PowerBI
- Project management experience preferred
- Full understanding of Microsoft 365 and Adobe Professional
- Superior communication skills
- Understanding of the non-profit consortium model

Rx-360 is an "equal opportunity employer". The employer will not discriminate and will take measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, sexual orientation, national origin, or sex (gender).

Rx-360 has the ability to offer a generous vacation plan, 401K, and health benefits.