



Envirolink, Inc.
POSITION DESCRIPTION
Quality Control Specialist

DATE:	January 27, 2014
POSITION TITLE	Compliance Specialist
GRADE LEVEL	040
To be evaluated By Officer	The responsibilities of this position will involve access to information that may be considered confidential, private and sensitive. Therefore, the individual filling this position will be required to both allow and pass a background check.
REPORTS TO	President

GENERAL FUNCTION:

The Compliance Specialist is a task oriented team member, responsible for preparing & ensuring a wide variety of compliance & operating reports. Attention to detail and strict adherence to deadlines is expected, along with knowledge of statistical methods, data analysis, and knowledge of State & Federal regulation. Routine letter writing and correspondence on compliance issues is expected. MS Office fluency and excellent writing skills are required.