

Senior Manager, Compliance Investigations

Arthrex, Inc.

Job Location: Naples, FL

Remote

MAIN OBJECTIVE:

The Senior Manager - Compliance Investigations is responsible for supporting all aspects of the compliance investigations program as well as for leading or conducting such investigations. Specifically, this position is accountable for the development, implementation and execution of the Investigations program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and maintains the compliance investigations program and activities to ensure effective, appropriate and timely investigations of reports of potential non-compliance across the business units.
- Collaborates with all relevant staff and departments (including Legal and Human Resources) as appropriate to align investigation standards, techniques, case management procedures, and reporting and ensures consistency with enterprise policies and standards.
- Drafts investigative reports, interview memos, investigation work plans, project plans, presentations related to compliance program updates, enforcement trends, etc.
- Collaborates with Legal Department to investigate and address attorney-client privileged reviews relating to reports of potential non-compliance.
- Leads assigned investigations in accordance with investigations procedures.
- Collaborates with all relevant staff as appropriate to develop and align training on investigation standards, technique, case management and, remediation.
- Develops and maintains compliance investigation policies, processes, templates, checklists, work instructions, etc.
- Drafts legal memoranda and advice regarding relevant compliance laws and issues.
- Drafts reports and newsletters regarding compliance investigations and other compliance-related laws and current events.
- Communicates with senior management regarding ongoing investigations, research, and advice.
- Supports other Compliance Department projects, as assigned

EDUCATION AND EXPERIENCE:

- JD from an accredited law school preferred
- 5 years of experience conducting compliance investigations required; preferably within the healthcare/life sciences/biotech industry.

FOR MORE INFORMATION/TO APPLY:

<https://careers.arthrex.com/job/Naples-Senior-Manager%2C-Compliance-Investigations-FL-34108/856449800/>