

Legal Compliance Analyst

Penumbra, Inc.

Job Location: Alameda, CA

Full Time/Days

JOB SUMMARY:

The Legal Compliance Analyst is responsible for supporting the legal compliance team at Penumbra, specifically focusing on Penumbra's compliance with internal policies and laws and regulations concerning interactions with healthcare professionals (HCPs) and healthcare organizations (HCOs). In addition to support of the Healthcare Compliance Committee (HCC) process and Penumbra's Compliance Program generally, the Compliance Analyst reviews and analyzes data that is submitted for compliance with all corporate, international, federal and state requirements for tracking and reporting HCP and HCO expenditures, as well as with Penumbra's compliance policies, including the Code of Business Ethics and Conduct, and applicable laws and regulations. As a member of the compliance team within the Legal Department, the Legal Compliance Analyst position is responsible for managing the compliance operations and provides support regarding various aspects of the Company's compliance function.

MINIMUM REQUIREMENTS:

- Experience with contract drafting and contract management preferred but not required.
- Medical device, pharmaceutical, biotech, or other regulated industry experience desired.
- Strong proficiency with Microsoft Excel, and in the use of business systems applications such as Certify, Salesforce, Agiloft, and MediSpend.
- Proficiency with other MS office tools, (Outlook, Word, Teams, etc.).
- Familiarity with medical device industry guidelines (AdvaMed Code, MedTech Europe Code) and aggregate spend reporting obligations and requirements, including applicable U.S. Federal (Sunshine Act) and state transparency laws, regulations, and guidance preferred.
- High degree of accuracy and strong attention to detail.
- Excellent organizational skills with ability to prioritize assignments while handling various projects simultaneously.
- Strong oral, written, and interpersonal communication skills.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree with 2+ years of experience in an administrative assistant role or similar, or equivalent combination of education and experience.

FOR MORE INFORMATION/TO APPLY:

<https://jobs.lever.co/penumbrainc/5f2a110c-f891-4534-b415-b74378bf366a>