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# Example of Change Coordinator Job Description

Our company is hiring for a change coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for change coordinator

* Performs conversions of PowerPoint documents to SCORM training
* Some resource planning
* Documentation needed for the planning, execution and implementation of design changes
* Lead technical discussions internally and with suppliers
* Lead / participate in technical audits and requirements analysis
* Responsible for initiation, implementation, monitoring and closure of projects / RPC or eCC linked to the LVV Primary facilities and/or to transversal activities / projects
* Ensure implementation of the validation policies for the processes & equipment (Validation life-cyle process, Qualifications, Process Validation) with the coaching of his N+1 or a colleague
* Responsible for participating, for change control sections, in external authorities inspections (EMEA, FDA, WHO…) with the coaching of his N+1
* Act as a key interlocutor in his/her discipline between the MPU and other services (TS / Validation / Purchasing / TLCM / QA / RA)
* Act as the MPU representative in transversal and/or technical projects

## Qualifications for change coordinator

* Manage service delivery processes to include incident management, change management, and configuration management resource coordination, customer management, and communications at various levels during services engagements
* A Bachelor's degree in a related field or equivalent combination of education and work-related experience
* Minimum 3 years of experience in project, program, and/or change management
* Familiarity with project management approaches, tools and phases of the project lifecycle are requirements of this position
* Familiarity with change management approaches, tools and methods are strongly preferred
* Project management or Change management certification or designation is a plus