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# Example of Coordinator, Assurance Job Description

Our company is hiring for a coordinator, assurance. 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 coordinator, assurance

* Ensuring the use and success of structured root cause analysis after incidents relating to raw material and packaging quality failures have occurred
* Comply with all safety, security, compliance and quality standards and procedures by the Company, by our Clients and by regulatory authorities
* Perform inspections of finished cosmetic products per AQL guidelines
* Rework or reject finished products as required
* Accurately document the results of the inspections
* Maintain all controlled document files and inspection records in a timely and accurate manner
* Work with Warehouse & Inventory team to provide accuracy of inventory
* Keeps adequate supply of office supplies, request forms for the department
* Vendor approval for the elements of food safety, quality and GMP
* Manage Vendor non-conformance process

## Qualifications for coordinator, assurance

* Master's degree or doctorate in educational leadership or administration and supervision
* Domain of the regulations of the Department of education of Puerto Rico governing school organization, operational processes, human resources, among others
* Broad knowledge of HMG Information Assurance Policies, Standards and Guidelines, including the Security Policy Framework, the CESG IA Portfolio and JSP440 (plus other standard MoD IA methods)
* 1-2 years of apparel related experience, preferred
* Some college or vocational education preferred
* 1-3 years prior related work experience required, preferably in the automotive industry