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# Example of Coordinator, Assurance Job Description

Our innovative and growing company is looking for a coordinator, assurance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator, assurance

* Ensure that all raw materials are risk assessed and have relevant inspections set up in SAP
* Be the Quality key contact for grains vendor management
* Stay current with regulations and industry standards
* Establish product specifications based on manufacturing guidelines
* Leading meetings with staff or managers presenting information in a clear concise manner
* Look for improvements & efficiency opportunities within Operations in 1 or more of the areas of claims, customer service and membership accounting
* Be responsible for revision and maintenance of Operations documentation and reference materials
* Coordinate the writing, editing, production and publishing of documentation with all electronic interfaces
* Performs quality assurance review of IME reports, correspondences, addendums or supplemental reviews
* Ensure that the appropriate board specialty has reviewed the case in compliance with client specifications and/or state mandates and is documented accurately on the case report

## Qualifications for coordinator, assurance

* Excellent working knowledge of computer systems and applications
* Must be able to utilize the standard computer software programs in completion of daily job responsibilities (Microsoft Office, Lotus Notes, System21)
* Support data, document and inventory management for all product development programs
* Establish CDAs, MTAs, CMAs, and service contracts with outside vendors
* Maintain clear and constant communication with all stakeholders both internally and externally to keep projects on schedule and ensure project deliverables
* Audit first piece article inspection production and performs PPAP measurements by confirming specifications