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# Example of Coordinator, Assurance Job Description

Our innovative and growing company is looking to fill the role of coordinator, assurance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for coordinator, assurance

* Maintain automation repository and remove merging conflicts
* Install/Maintain/Upgrade/Admin multiple testing tools used by Agile teams
* Use CI methods to help identify process gaps and improve SDLC standards
* Responsible for conducting and documenting audit projects that encompass payer, accreditation, regulatory and compliance requirements
* Ensures proper delivery of final report and any other associated forms to all parties via electronic means and physical mail out
* As Quality Assurance’s production floor representative, be the first point of contact for any issue that may result in change to or deviation from a validated system or process that may impact product quality/safety
* Through direct involvement with operations ensure that work performed is as per approved standard operating procedures and work instructions
* Proactively identify and actively support continuous improvement opportunities
* Support the deviation management process as required
* Coordinate and/or perform the review of production batch records

## Qualifications for coordinator, assurance

* Ability to handle multi-tasks in a busy office environment
* Bachelor of Science Degree in food science or related area
* 5 years plus experience in quality assurance
* Master level of experience in installing and maintaining hardware and software testing tools
* Bachelors or Associates degree in Chemistry
* Significant experience in Quality Control