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# Example of Coordinator Quality Assurance Job Description

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

## Responsibilities for coordinator quality assurance

* Receive scheduled inspections, servicing request from the inspections co-ordinator
* First inspection to commence by no later than 08h00
* All inspections to be done in accordance with the Dealer Guidelines
* Report status of inspection to inspections co-ordinator
* Fill in an inspection sheet and note details
* Return all documentation to the inspection co-ordinator on return to office
* Analyze and report trends found
* Will be required from time to time as agreed upon
* Must be kept clean and tidy at all times
* Report accidents to your supervisor immediately

## Qualifications for coordinator quality assurance

* All vehicle defects and general maintenance requirements to be escalated to your supervisor
* Perform daily, weekly and monthly scheduled tasks regarding data acquisition and reporting
* Provide detailed reports regarding defects, expenditures, frozen inventory, customer scorecards, formal complaints and PPM
* Management of office equipment and Quality Test Vehicles (taxes, insurance, maintenance and usage scheduling)
* Independently prepare customer related documents or reports
* Coordinate department entertaining planning and execution for customers or other guests