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# Example of Coordinator Quality Assurance Job Description

Our growing company is searching for experienced candidates for the position of coordinator quality assurance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator quality assurance

* Report on quality system performance
* Work with the QA Specialist and TP Managers to ensure that accountability mainstreaming is implemented in all relevant grants and APs in their portfolio
* Provide leadership in adjusting the data collection and management system including manual tools and electronic tools for mobile devices and computers
* Work with the QA Specialist to ensure AM&E staff have capacity to apply/implement DPA context specific deliverables
* Facilitate and ensure timely dissemination and feedback of available data to appropriate users
* Participate and provide required DME support in proposal and concept note development
* Assures that appropriate testing environments are maintained and handles environment issues
* Support creation and preparation of test scripts and plans
* Works directly with application managers and subject matter experts to develop test plans and scripts
* Administer HCM 9.2 base knowledge to all testing scenarios, test cases, and provide support as scripts are executing using HCM 9.2 base knowledge

## Qualifications for coordinator quality assurance

* Operate computers and complex and delicate lab equipment requiring the ability to move fingers and hands
* See and read lab equipment, monitors, and documents
* Remain sitting or standing for long periods of time to perform work on a computer or other equipment
* Certification or Training with quality assurance theory and tools
* One year laboratory leadership Experience
* Training and Experience in auditing