Downloaded from <https://www.velvetjobs.com/job-descriptions/manufacturing-coordinator>

# Example of Manufacturing Coordinator Job Description

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

## Responsibilities for manufacturing coordinator

* Perform inventory transactions within the manufacturing systems, including cycle counting
* Order and deliver indirect supplies and materials
* Collect and store manufacturing samples
* May handle hazardous, temperature, and time sensitive materials
* Verify accuracy of work performed
* Assist in determining possible root causes of cycle count error and may initiate action to correct these deficiencies
* May coordinate hazardous waste removal
* Assist in the Change control process as it relates to equipment, SOP, and facility changes in Production and Packaging
* Participate in the development of corrective actions based on internal and external audits and implement the identified changes
* Write and edit SOP’s as required by standard review cycle or as a result of a regulatory/client audit observation, corrective action, or process improvement

## Qualifications for manufacturing coordinator

* Assist with regulatory documentation
* Assist implementation of safety programs and/or procedures for new line installations
* Participate in safety/health activities that protect associates, contractors, and visitors
* Generate daily/weekly/monthly safety reports for management
* Assist in development and delivery of training presentations within safety training
* Assist with incident investigations and worker compensation claims