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# Example of QA Coordinator Job Description

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

## Responsibilities for QA coordinator

* Maintains GFSI program and CFIA honey establishment licensing requirements
* Reviews/audits all data obtained during quality assurance activities to ensure consistency with company policies and procedures
* Reviews and approves lab test results for finished bulk product
* Participates in site Operational Excellence projects that drive enhancement to processes
* Collates quality related data and monitors product release metrics
* Writes, reviews company GMP-related SOPs
* Trains new employees on quality assurance procedures
* Writes investigations and implements corrective actions
* Performs reviews of batch records as needed
* Performs audits and follow up with process owners to improve findings on Quality issues

## Qualifications for QA coordinator

* Update reports & dashboards for QA operations and keep them updated
* Act as a point of contact for escalation of issues by key stakeholders
* Supervise a small team of internal and vendor test resources
* 2+ years as a QA Lead in big budget, complex, software projects
* Skilled in the use of tools such as HP ALM, HP LoadRunner, or similar
* Strong understanding of SDLC, Testing Methodology, Automation and Processes