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# Example of QA Coordinator Job Description

Our innovative and growing company is hiring for a QA coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for QA coordinator

* Identify possible suspicious activity or fraud while performing Quality Assurance activities and make appropriate referrals for further investigation
* Conducts employee Quality and production review, provides documented coaching and feedback to staff on improvement opportunities for QA and QS teams
* Work with Operations and other key business units to drive Process Optimization and improvements including application deployment
* Responsible for management of QA and QS input, workload design and vendor performance
* Complete special projects and provide project support as needed by management
* Oversee quality aspects of special batches and new product launches by complying with PF commercialization process
* Responsible for plant traceability systems and mock recall exercises for ingredients, packaging and finished product
* Establish and maintain site-wide documentation management system and related procedures that allow the site to capture, store, retrieve, share, update and destroy records and documents (both electronic and hard-copy paper records)
* Executes quality programs to meet McCormick, CFIA, and customer requirements
* Conducts internal audits, executes and monitors implementation of corrective actions to address issues

## Qualifications for QA coordinator

* Ability to calculate figures amounts such as discounts, interest, percentages
* Child Support (IV-D) experience preferred
* Experience using any defect tracking tool would be excellent ( eg., Bugzilla, HP ALM, Test Track )
* University Degree (Master/PhD) in Pharmaceutical Science, Biology or Medicine
* Ideally a first experience in the pharmaceutical environment QA, Drug Safety, Medical Information
* Native German, fluent English (written and spoken), French conversational is a must