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# Example of QA Coordinator Job Description

Our growing company is hiring for a 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

* Works with PD, Operations, to coordinate site specific quality and support commercialization activities
* Maintains QA records and compiles requisite QA reports
* Working with procurement, monitors honey inventory and selects lots based on quality attributes to meet production requirements
* Disposition of held goods (raw, finished and in process) including communication and execution of sampling plans
* Addresses customer complaints with corrective action plans and continuous improvement initiatives with quality circles
* Coordinates collection and shipment of samples and data as requested
* Involvement with incident investigation
* In case of absence, must be familiar and able to perform duties of QA technician and/or some duties of the QA Leader
* May work with customers on quality initiatives for products, programs and processes as directed
* May perform plant sanitation verifications to ensure allergen free and equipment is clean

## Qualifications for QA coordinator

* A strong quality and customer focused attitude
* Experience working in FDA regulated biotech/pharmaceutical industry preferred
* Previous work on Dominion projects is a plus
* Experience with QA/QC processes and procedures required
* Pass pre-employment drug screening test
* 10-15 years of experience in construction management practices