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# Example of Quality Assurance Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of quality assurance coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality assurance coordinator

* Maintains U.S. animal foods registrations as required by the applicable States
* Maintains registration document repositories in accordance with the retention schedules
* Maintains commercial (dealers), manufacturers and facilities' licenses as required per States' regulations and company specifications
* Acts as Liaison for domestic animal foods (feed) registrations
* Collaborates and partners with internal and external business partners
* Completes Safety Data Sheets (SDS) for Environmental Protection Agency (EPA) related animal foods (feed) products
* Assists applicants with the hiring process and ensures completion of each step on the “road to employment” (ex
* Maintains up-to-date employment records (personnel, medical/confidential, I-9, WOTC)
* Ensuring the test environment (hardware, software, infrastructure and supporting configuration documentation) is functional and available for testing complex IT applications
* Support remote access to lab environments

## Qualifications for quality assurance coordinator

* Excellent data analysis, interpersonal, organizational, verbal and written communication skills required
* Possess initiative, be a self-starter, be desirous of learning new skills, and have a positive attitude towards challenges
* ASQ certification would be an asset
* Preferred candidates will have gained the majority of their professional experience in manufacturing
* Coordinate, track, and assist in managing activities relating to planning, executing, and monitoring specific product development programs at CONRAD, including all projects with contract GMP manufacturers and other associated vendors
* Track and maintain inventory of drug and product supplies