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# Example of Quality Assurance Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of quality assurance coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality assurance coordinator

* Leads meetings with staff or managers presenting information in a clear concise manner
* Create, edit and coordinate updates to system and process and procedure documentation, diagrams, as needed
* Responsible for keeping current on regulatory and compliance issues and for keeping Medical and Laboratory Directors apprised of any related changes
* Facilitates policy and procedure (SOP) development and documentation
* Directs internal audits and reviews that support regulatory compliance and readiness
* Uses quality improvement expertise and tools to facilitate best practice development
* Assists in the submission of applications and coordinates inspections and deficiency response for regulatory and accrediting agencies
* Acts as a mentor for new hires and students and assists in their training
* May be responsible for organizing and coordinating student education and interns
* Work with Agile teams and train on SDLC methodology

## Qualifications for quality assurance coordinator

* Previous JDEdwards and Business Objects reporting responsibilities
* Previous experience working with U
* Familiarity with AAFCO requirements and EPA regulations
* 2 – 3 years of experience in Quality Assurance or Biologics Production or QC field preferable
* Proficiency with PCs and MS Office applications
* 1-2 years of office administration experience preferred