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# Example of Quality Assurance Coordinator Job Description

Our innovative and growing company 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

* In conjunction with Area Management ensure that responsible areas are in a state of readiness for regulatory and customer audits
* Strong ability to build and maintain relationships with internal/external stakeholders
* Understanding of manufacturing, quality control and quality assurance systems including strong working knowledge of GMP requirements
* Highly developed organisational and problem solving skills
* Facilitate the implementation and maintenance of the quality system
* Review, report, and advise on project quality requirements
* Review contractor quality programs for pre-qualifications
* Conduct receiving inspections
* Liaise with client inspectors, and schedule inspections
* Prepare, track and report on non-conformances

## Qualifications for quality assurance coordinator

* Experience with the New York State Cardiac Data reporting is a plus
* MT/MLS/CLS certification or equivalent as approved by lab management
* Two years technical laboratory or laboratory quality assurance experience
* Demonstrated word processing, spreadsheet, multimedia presentation, and laboratory systems skills
* Experience in developing, leading, and implementing department initiatives
* Experience with Laboratory regulatory agencies