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# Example of Quality Assurance Coordinator Job Description

Our company is growing rapidly and is hiring for a quality assurance 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 quality assurance coordinator

* Conducts Quality Assurance training with new hire classes
* Support development and ongoing updates of the quality management plan
* Gain extensive and complete knowledge of investigative and lead SOPs
* Conduct frequent audits to ensure that all SOPs and documentation processes are being followed and comprehensively document all audits/reviews and report to CMS as requested
* Support development of required QA reports that are of high quality and delivered on time
* Participate in and support process improvement initiatives working closely with training analyst to identify areas of remediation
* Review and provide feedback to MPIC staff on accuracy and adequacy of processes and other key work products/documentations and makes recommendations for improvement
* Performs quality assurance review of independent medical examination and peer review reports, correspondences, addendums or supplemental reviews, including all service levels
* Review collection associates assigned accounts to ensure quality and timely activity is performed in relation to pre-determined standards
* Document all quality assurance evaluations

## Qualifications for quality assurance coordinator

* Ability to work well with diverse individuals and groups
* Ability to participate in group planning processes
* Bachelor’s degree in Business, Marketing or Communications and two (2) years of supervisory experience
* Strong working knowledge of ISO 9001, API Q1, ASME Sec VIII Div 1, ASME Section IX, ASTM, ASNT, and other applicable manufacturing quality standards and regulations
* Must have experience in maintaining or authoring QMS procedures and policies
* Must demonstrate a proven ability to coordinate, direct and maintain highly confidential work and materials