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# Example of Quality Control Coordinator Job Description

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

* Analyze pre-certification, Medical Decision Reviews and research and identify billing practices and issues
* Review and negotiate appeals to evaluate compliance with applicable statutory and regulatory requirements, industry best practices
* Participates in project meetings, providing QC shop inspection updates as required, communicating relevant information to other quality professionals and inspectors as appropriate, updates ITPs
* Interfaces for development of respective shop inspection documentation packages, identification of unique inspection requirements and any other aspects to highlight or communicate to the assigned shop inspector in support of shop inspection activities
* Reviews inspection reports for content quality, completion, clarity and consistency
* May be required to mentor staff
* Generates records, reports, correspondence, distributes appropriately and identifies improvement opportunities
* Effectively and efficiently plan quality control activities to support the overall manufacturing process
* Provide technical guidance to the QC team and assists with planning for special projects and quality control exceptions as needed
* Assist QC supervisors with tactical decisions in quality control to support planning requirements and execution by QC staff

## Qualifications for quality control coordinator

* Communicate, escalate, and adjust quality control activities based on exceptions encountered during the production process
* Accountable for effective and efficient correction of dysfunctional inventory
* Maintain department ISO documents and support site initiatives through internal audit programs, customer complaint investigations, product performance reviews, corrective/preventative actions, and infrastructure system for document control and laboratory data management
* Investigate quality control issues or complaints on existing products as requested
* Conducts QC activities related to suspense resolution processing and data entry
* Reviews data entry for all paper claims