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# Example of Quality Control Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of quality control coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for quality control coordinator

* Assist in the review and development of clinical research protocols and Clinical Quality Management plans
* Review protocol specific source forms
* Oversee/ensure compliance with internal and external requirements
* Oversee/ensure exceptional service for internal customers
* Oversee the development, coordination and maintenance of effective documentation systems and procedures
* Manage the maintenance of an External Standards System comprised of a database, electronic standards library, and secure filing system for hardcopy external standards
* Training (Nobel Campus Administrator)
* Ensure defined and appropriate training requirements and effective documentation for GxP activities
* Ensure training support and effectiveness for multiple functions throughout the organization
* Responsible for the identification, creation and implementation of compliance related training materials and systems

## Qualifications for quality control coordinator

* Properly utilize all appropriate supplemental materials (refer to client PAQ, reference material, glossaries)
* As an IT project manager, you will work in an integrated team in support of the pharmaceutical Quality Control domain (QC)
* You will lead small IT projects to design, implement and support applications & systems to support Laboratory business processes
* Maintenance oversight of systems in support of the functional Laboratory domain
* Experience in both NRC and DOE regulated facilities
* Use software Gauge Insite along with calibration log excel to keep gauge status consistently updated