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# Example of Quality Control Coordinator Job Description

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

## Responsibilities for quality control coordinator

* Recall gauges that are due for calibration each month, organize and queue up for calibration in house or outsourced
* Gauge recalls for calibration include establishing good relationships with suppliers in use of gauges
* Assist development and quality engineers with prioritization of gauges need for product launches
* Work with development and quality engineers to resolve any out of tolerance gauges
* Provide weekly metrics showing status of gauges left for calibration, gauges out of tolerance
* Keep all tooling, gauges and machines organized in quality control lab
* Works with the client to address self-pay patient population, demographic denials, collection of balances due after adjudication by third party payer
* Conducting (or supervising in cases where contractors are required) calibration, Preventative Maintenance, and repair of equipment
* Ensuring procedures are in place for proper operation of equipment, including troubleshooting of failures when not present
* Ensuring key spares identified and maintained within Stock Management System

## Qualifications for quality control coordinator

* Familiarity with maintenance operations preferred
* Long periods of standing and/or walking and climbing stairs
* Exposure to heights, dust, noise, and extreme temperatures
* 2-5 years previous experience in a cement industry preferred
* Maintaining connectivity to Group computer interface network for key equipment
* Minimizing variability identified via Gauge R&R evaluation associated to lab equipment