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# Example of Quality Control Coordinator Job Description

Our innovative and growing company is hiring for a 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

* The QC Coordinator is responsible for the management of the quality control and the Image Reject Queues, Rescan,Reclassification and Document Review processes
* Be responsible for maintaining and improving the quality management system for all processes related to manufacturing compounded sterile pharmaceuticals according to current good manufacturing practices (cGMP)
* Fulfill or oversee the quality control unit functions described in the cGMP and as applied to outsourcing facilities
* Approve or reject all components used in manufacturing of compounded sterile pharmaceuticals and documents related to manufacturing process
* Review or perform laboratory quality studies related to drug products and components
* Key Liaison between corporate office and distribution centers to ensure quality assurance
* Provides insight and overview in the mediation concerning the repair of quality related incidents
* Systematic responsibility to facilitate quality related issues or concerns
* Monitors work flow to ensure quality or regulatory compliance issues are facilitated in a timely manner
* Level of understanding in regards to retail systems such as Tradestone (PLM), Island Pacific, and PDM

## Qualifications for quality control coordinator

* Assist in the development, maintenance and daily operation of the Quality Assurance Information System
* BS Degree in Mechanical Engineering, Chemistry, or equivalent
* 3+ years lab experience a significant plus
* Mechanical troubleshooting and assembly of instrumentation or lab equipment
* Involvement with polymers with clear understanding of test theory
* Knowledge of basic GMP and QA/QC in the food, nutraceauticals or pharmaceutical industry