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# Example of Quality Coordinator Job Description

Our company is looking for a quality coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for quality coordinator

* Provide administrative support for quality audits and other projects
* Assists supervisor in meeting department regulatory agency requirements (CAP)
* Represent the business in quality related matters with sales/account mgmt
* Perform tasks required during a real or simulated (mock recall) product recall
* Understand and comply with Hill’s policies, safety standards, Good Manufacturing Practices (GMPs) and Food Safety
* Provide quality leadership to neighboring plants (two adjoining sites)
* Quality, demonstrates behaviors in support of quality work processes to include, Document & learn what First Pass Quality is and be sensitive to quality issues
* Provide aid for sanitation activities
* Assist in development of QMS documentation and Training media
* Organizes, scans and indexes documents, data, and various quality record images for retrieval from server & web based document management systems

## Qualifications for quality coordinator

* Minimum of College Diploma/Certification required
* Assisting with reviews of quarterly quality improvement reports
* Attending and contributing to scheduled leadership meetings
* Assisting Medical Director and Quality Program Director with development and implementation of medical staff quality improvement activities
* CPHQ and/or other high reliability recognized certifications
* National Diploma in Quality management and Food Hygiene or related fields