



Example of Audit Coordinator Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for an audit coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for audit coordinator

- Adhere to all facility SOPs and existing workflows to execute numerous daily tasks
- Handle critical deadlines and short turnarounds in a fast-paced live broadcast environment
- Interact collaboratively and take direction from Producers and Production Assistants in a 1 on 1 environment, working independently
- Create and export graphics in After Effects utilizing prebuilt templates
- Troubleshoot technical issues in the facility and solve them in a time-critical manner
- Leads audits and incident investigations including event recognition and classification, chartering, data collection, data analysis, recommendation development and disposition, report composition and presentation
- Ensures investigation reports and recommendations updated into database/tracking system with appropriate scope, quality and timeliness
- Develops and publishes routine investigation performance metrics consistent with established process requirements
- Utilizes knowledge of refinery process areas/units/equipment and knowledge of critical work processes such as, but not limited to, management of change (MOC), process hazard analysis (PHA) to identify recurring causes of incidents and repeat incidents
- Track comp ticket requests and reporting

Qualifications for audit coordinator

- Able to handle multiple high and low level projects simultaneously and deliver on-time and in-scope with a real focus on results
- Request paid claims information for a specific period of time from the administrator which is submitted through the Mercer proprietary sampling software which generates forms for the on site review
- During the audit, the claims audit consultant will serve as the team lead, oversee and manage the field auditors work flow, and review claims issues that have not been resolved by the administrator
- Go to the claims administrator's audit site at a later stage in the project to gather claims and operations processing information for a specific period of time