



Example of Coordinator, Quality Job Description

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

Responsibilities for coordinator, quality

- Maintains Pepperidge Farm QA documentation including creating new documents, revising existing documents, determining training needs, overseeing the approval and distribution processes, maintaining document control database and coordinating document reviews
- Controls product formulas by creating/revising plant floor formulas, ensuring alignment with approved Optiva formulas
- Verify that lab equipment is calibrated regularly and maintain calibration records
- Compile, store, and maintain quality records, and produce reports as needed
- Verify that materials are available to produce final product
- Arrange internal quality audits
- Compile quality (internal and customer) information and communicate results to management
- Coordinate and manage quality surveys from customers which includes responding and coordinating responses from other departments
- Assist with document control including ensuring document security, posting approved documents for use and record retention
- Generate reports from internal databases, distribute reports to various users and/or summarize the data in spreadsheets for management

Qualifications for coordinator, quality

- Data Analysis skills required (Capability, SPC)

- 2+ years Quality Control experience in incoming/outgoing inspection is preferred
- Excellent PC skills including proficiency in Microsoft Excel, Word, PowerPoint
- Presents information on administrative department procedures, services, regulations, for the purpose of orienting other personnel and/or disseminating information to appropriate parties