



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

- Accomplishes quality assurance objectives by orienting, training, assigning, scheduling, coaching, and counseling employees
- Ensure relevant updates are made to the QMS (document control, calibration records)
- Support all Lean activities within the sites
- Collects data from a variety of sources and creates periodic reports based on supervisor direction
- Examine and inspect field conditions and identify problems, inaccuracies and cost saving measures that arise or that may be encountered
- Lead multidisciplinary teams to implement innovative performance improvement programs with a focus on meeting the needs of the patient across the full continuum of care
- Conduct clinical inquiries to improve patient care
- Lead and participate in research to enable clinical practice reform
- Assist in the development, implementation and presentation of educational programs related to QI
- Facilitate quality review of clinical documentation for Home Health

Qualifications for coordinator, quality

- Interacts well with global team members and is a team player
- 3 - 5 years experience in a quality support role
- Proficient in Microsoft Office applications – (Word, Excel, Outlook, Access)

- Experience implementing and maintaining Quality / Environmental Management Systems, ISO9001, ISO/TS16949, ISO14001 preferred
- Strong computer systems knowledge SAP, Excel, Word, Powerpoint, Outlook