



Example of Coordinator, Quality Job Description

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Our company is hiring for a coordinator, quality. 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 coordinator, quality

- Produce basic forms of output such as letters, labels, reports, forms, Assist with mail house vendor and outsourcing of mailing projects
- Verify accuracy, validity and completion of assigned data using appropriate methods and make necessary corrections
- Maintain logs and records as specified by the Prospect Research Consultant
- Maintain a cooperative relationship with all affiliate departments
- Assist in special projects and duties as assigned by supervisor
- Facilitates the timely investigation of customer efficacy complaints
- Assists with project delivery strategies
- Schedules the project in logical steps and budgets time required to meet deadlines
- Coordinates the project procurement, selection of contractors and assists with contract paperwork and management of changes
- Coordinates QA/QC quality control plans

Qualifications for coordinator, quality

- Proficient with software used in department
- NYS licensed RN, LPN or Physician Assistant
- Working knowledge of construction practices, construction codes (ASME, AWS, ACI,) and non-destructive examination procedures (VT, RT, UT, PT, MT) (desirable)

- University Degree (BSc)
- A minimum of three years of experience working within a complex healthcare environment and a working knowledge of Joint Commission Requirements