



Example of Coordinator, Quality Job Description

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Our growing company is looking for a 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

- Opportunities for improvement, and works toward improved outcomes
- Uses a range of quality improvement tools and techniques to evaluate and successfully
- Coordinating implementation of standardized work processes
- Ensuring practices are aligned with local needs and are compliant with corporate policies, principles and standards and legislation
- Driving improvements based on internal and external audit programs (such as ISO, Insurance, Sustainability and Authority inspections) and delivering fact based audit reports
- Timely providing reporting on quality performance and participate in (corporate) programs and initiatives on quality, reporting and the development of tools and systems
- Providing functional leadership to the internal learning processes
- Communicating with all relevant parties on content, progress and results related to quality and management systems and motivate, support and engage leaders and employees in quality developments and improvements
- Guiding and monitoring follow up on local non-compliance issues (from near misses to incidents) and ensuring sufficient quality in the follow-up of actions
- Partners with the Business Networks, and the Production Plants Quality Coordinators in support of Site Logistics quality initiatives and needs

Qualifications for coordinator, quality

- Few months to 4 years of quality experience in a manufacturing environment a plus
- Experience working with Certificates of Analysis or Material Data Safety Sheets
- Bachelor's degree in industrial engineering or quality assurance certificate (any engineering degree will be considered)
- Mastery of MS Office Suite (including Visio, Excel, Word, MS Project, ACCESS and Outlook)