



## Example of Coordinator, Quality Job Description

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Our company is looking to fill the role of coordinator, quality. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for coordinator, quality

- Manages the implementation and auditing of the ISO 9000 family of Quality Management Systems in the Columbus facility
- Acts as the subject matter expert and focal point for ensuring compliance with cGMP (Good Manufacturing Practice) requirements
- Analyze quality assurance data and assist in preparing reports
- Provides feedback to Patient Coordinators and supervisors to ensure our patients receive the highest possible level of service
- Monitors weekly, a set number of quantitative and qualitative call reviews
- Evaluates call statics and call review data for each department possibly isolating specific areas of improvement
- Identifies trends or uncovers "learning opportunities" for individuals/departments or through continuous monitoring
- Keeps supervisors and managers informed of audit results , identifies and recommends training needs
- Helps Patient Access Coordinators with Service Recovery when there has been a failure or lapse in service excellence
- Helps Supervisors with Performance evaluations by providing consistent, impartial feedback

### Qualifications for coordinator, quality

- Must have experience with setting meetings, organizing agendas, and keeping minutes for projects records
- No less than 12 years of relevant experience

- At least 2 years experience of working in a GMP regulated environment (Biopharmaceutical or Pharma)
- Detail-oriented, well organized and have excellent verbal and written communication skills excellent organization and follow-up skills
- Candidate must be flexible and comfortable working in a fast-paced environment with aggressive and dynamic timelines