

Example of Improvement Coordinator Job Description

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Our innovative and growing company is looking for an improvement coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for improvement coordinator

- Assists in the implementation of processes to support sustainability of implemented plans to ensure the highest quality of customer care and services
- Facilitates/leads organizational improvement activities utilizing the PDCA improvement methodology
- Assists in the development of storyboards
- Development and maintenance of Customer Account Management Plans
- Regular updates of the Business Development pack and co-ordination of the status updates
- Development and maintenance of Bid documents including Customer Testimonials/Proof Proofs/ Good News Stories
- Working with the Proposal Team to help develop a capabilities appendix for the Resources team
- Facilitate improvements in our Bid/Tendering processes
- Facilitates record audits and process of care investigations, trends outcome data (satisfaction, utilization and clinical), develops and implements plans of action to ensure quality improvement, reimbursement and regulatory compliance
- Reviews, calculates, and analyzes identified data processed by other team members as it relates to clinical documentation and quality of care

Qualifications for improvement coordinator

- Experience in production in an industrial environment or with an ERP is an advantage
- Fluent in English and good level of German
- Support and lead inventory accuracy through BOM (Bill of Material) audit, Cycle Count Coordination, and routines
- Support the implementation of Internal Control Basics in accordance with Production Control & Logistic (PC&L) Team
- Support the supervisor in updating, creating and auditing standardized work (SW)