



Example of Processing Coordinator Job Description

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Our innovative and growing company is hiring for a processing coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for processing coordinator

- Efficiently inspects and assembles instruments trays, power equipment and all approved products prior to sterilization
- Demonstrates knowledge of sterilization parameters, processes and sterilization monitoring
- Works closely with the O.R
- Consistently performs job duties with accuracy and completeness within acceptable time frames
- Consistently adheres to all hospital and departmental safety initiatives including universal precautions and bio hazardous waste management
- Coordinates the department's activities and the performance of personnel, providing direction as needed
- Participates in development of policies and procedures which reflect current standards and regulatory requirements
- Counsel and confer with employees fairly and equitably by being consistent, making sure each employee knows what is expected of him or her, using positive coaching and mentoring
- Directs collection, receiving, processing, storing and distributing of supplies and equipment required by all departments
- Maintains level of supplies and proper functioning of equipment

Qualifications for processing coordinator

- Risk awareness and risk management skills with the ability to proactively address issues and escalate as appropriate
- Must have 1 years of experience as an SPD Tech, surgical tech or other role that demonstrates familiarity with instrumentation
- Associate or Bachelor's Degree in Finance, Business Management, Healthcare Administration, or similar field preferred
- Able to remain calm, negotiate fairly and rationally, and exercise sound judgment under time pressure or in emotionally-charged situations
- Specialized, in-depth experience using primary resources