



Example of Processing Coordinator Job Description

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Our growing company is looking 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

- Recognizes and recommends process improvement
- Five years' experience working in Sterile Processing or Surgical field
- IAHCSCMM certification or related professional certification required
- Reviews all commissions received electronically
- Coordinate, supervise and educate staff regarding activities associated with surgical instrument preparation, including instruments by procedure and instrument count sheets for assigned services
- Organize inventories and maintain sterile instrument inventory system for assigned services
- Work collaboratively with departments to identify instrument needs
- Assist in the training of personnel in general instrumentation procedures and specific complex instrumentation
- Coordinate instrument repairs for surgical services
- Research and Coordinate all sendout (esoteric) testing activities

Qualifications for processing coordinator

- Communicate with internal and external suppliers to procure MRC parts orders and ensure parts arrive in timely manner
- Ability to work with ERP systems including SAP and Oracle to ensure parts are properly procured and tracking information for status are updated
- Run reports to monitor parts orders queue status updates

- Effectively communicate multiple stakeholders including sales, order management, Field Service, customers
- Parts transport, inspection, pick, consolidate, pack and ship operations