



Example of QA Coordinator Job Description

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Our company is searching for experienced candidates for the position of QA coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for QA coordinator

- Support the maintenance of the Quality Management System and related Standard Operating Procedures in order to drive compliance and continuous improvement of all GxP related processes with Novartis Quality Policies and Nordic regulatory requirements
- Support KQI reporting related to local training system and maintain overview
- Act as LMS Space administrator for managing local SOP and web-based trainings in LMS, running training reports from LMS and support Nordic personnel in use of LMS
- Act as Nordic ESOPS key user for managing local SOPs and support ESOPS contributors in SOP lifecycle management
- Act as Nordic key user for managing local archiving system (VIPER) and support users in use of the system
- Support and coordinate training initiatives relevant for the Nordic CPO
- Support the implementation of local training programs with subject matter expertise and onboarding of new comers, as appropriate and ensure training compliance in the Nordic CPO
- BatchRecord creation, review, and approval according to defined schedules
- Proofreading and identification of variance between insert and label revisions
- Prepare and submit change controls as required for identified specification changes

Qualifications for QA coordinator

- Extensive knowledge of rotating equipment installations and alignments
- Understanding of the preventative maintenance process
- Strong understanding of pipe insulation with regards to the LNG process
- Extensive knowledge piping codes and standards