



Example of QC Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of QC coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for QC coordinator

- Liaise with all affected functions to manage the rework/repair/replacement
- Store, design, implement and maintain a robust system for easy identification of sample location within cold storage units
- Strict enforcement of ensuring sample submission forms are properly completed by internal customers (Manufacturing [MFG], Manufacturing Sciences and Technology [MSAT] and Process Development [PD]) and reject if necessary
- Assist Project Manager with Investigator Site File responsibilities
- Manage complex study recruitment details as per protocol
- Reviewing volunteer charts as applicable and notifying volunteers of their study eligibility as is applicable to the clinical pharmacology unit
- Serve as primary backup contact for internal project team and for external stakeholders/customers
- May assist the project manager(s) with budget allocation and approval of invoices as is applicable to the clinical pharmacology unit
- Participate in quality and process improvement efforts to support a culture towards a high performing and efficient project coordination team
- The ability to understand, assess and document issues perform simple fixes

Qualifications for QC coordinator

- Occasional stooping, kneeling, crouching, bending, carrying, grasping

- Familiarity to all disciplines of construction like Civil, Mechanical, Welding, NDT, Coating, E&I
- Requires BS/BA in Life Sciences or related field 2 + years' experience working in a pharmaceutical stability program, Quality Control Laboratory (preferred)
- Liaise with internal ABSC departments to follow up on specific issues related to program operations
- Draft protocols and reports in preparation of new product submissions for NDA and ANDA filings