



Example of QC Coordinator Job Description

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Our growing company is looking to fill the role of QC 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 QC coordinator

- Organizes performance of and performs thorough investigations related to the Chemistry Laboratory to determine root cause, preventative action, and product impact
- Provide the review and oversight for the preparation and submission of internal and external regulatory documentation in addressing FDA deficiencies and/or regulatory submissions
- Manage all protocols and reports assigned to the department
- Review audio/subtitle files for noted technical issues and/or defects
- Perform, oversee and document inspections in area of expertise, piping, welding or mechanical
- Input new PME work orders into W.B.E
- Work on Kuehne-Nagel PROM customers RFQ/RFP
- Follow operational policies and standards incl
- Provide advice to clients on project shipments and other inquiries
- Arrange and prepare transport/shipping documentation and oversee the scheduling and dispatching of shipments and the tracking and tracing of goods in transit

Qualifications for QC coordinator

- Possess strong expertise and extensive experience with QC
- Prior experience in managing QC workflows of audio, subtitle, and closed caption assets in the entertainment industry

formats, language complexity, and common failures or technical challenges

- Fluency in in a foreign language preferred
- Practical and theoretical knowledge in the domain of laboratory activity
- Bachelor's Degree in Administrative Studies, Business Administration, Project Management or related field