



# Example of QC Coordinator Job Description

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Our innovative and growing company is looking to fill the role of QC coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for QC coordinator

- Follow-up with overseas offices and clients on submitted quotations
- Prepare reports for management and customers
- Ensure that local, national and global KPI requirements are met/exceeded
- Arrange for transport insurance coverage of cargo on behalf of clients
- Trace lost or misdirected shipments and process preliminary claims
- Respond pro-actively to service issues
- Daily communication with overseas offices, carriers, other vendors and customers
- Provide weekly submittals and QC update and answer questions posed in the 4 weekly meetings
- Coordinate the issuance and approval of Quality Agreements with the contract labs
- Performance of administrative tasks, operational facilitation, project support, research assistance, internal/external communication, and other duties so as to increase the operational efficiency of the department/team

## Qualifications for QC coordinator

- Proactively identify and analyze key issues as relates to responsibilities, escalate issues appropriately, and propose/recommend solutions
- 2 years' experience, or Associates Degree with at least 5 years related work experience
- Experience of coordinating construction of Petrochemical / engineering

- 1+ years' experience in freight forwarding / logistics / transportation industry required
- 1+ years' experience required with projects
- Knowledge of Oil&Gas, and Marine is considered an asset