



Example of QC Coordinator Job Description

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Our company is growing rapidly and is looking for a QC coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for QC coordinator

- Coordinate day-to-day activities and logistics for department initiatives
- Attend key meetings with the express purpose of recording meeting minutes, documenting attendance, cataloging action items, and ensuring distribution of said information to key personnel and department archives
- Coordinate telephone and in-person meetings with 3rd parties
- Receive visitors, supervise "check-in" with building receptionist, and escort visitor to/from meeting room per ISM policy
- Creating and maintaining sample inventory for backup samples and retain samples
- Single point of contact for plant with all field locations
- Communicate with customer to understand the details of the CPI and Service Work
- Manage the return(RMA) of products from field for investigation
- Lead Quality investigation with support team
- Drive improvements actions internally and share lessons with other plants

Qualifications for QC coordinator

- Bending body downward and forward by bending spine at the waist
- Lifting objects from a lower to a higher position or moving objects horizontally from position-to-position
- Verbally able to express and/or exchange ideas by means of the spoken word
- Perceiving the nature of sounds at normal speaking levels or without correction

- A third level qualification (BSc degree or higher) in biology, chemistry, microbiology or related field