



Example of QC Coordinator Job Description

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Our company is looking for a 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

- Closure of CPI or Service Work
- Conduct training on quality related area
- Is accountable for the coordination of the timely writing and approval (before submission) of the QC sections of regulatory files, variations and Question and Answer reports for the products under his/her responsibility
- Is accountable for the coordination of QC critical deviations
- Identify risks on technical feasibility and supply, timing and resources constraints and seek a remediation plan for identified risks and escalate any analytical technical and/or supply issues to the relevant body (QC management, project team, escalation, performance tower...) for one product category
- Compliance with company Quality Management System and Health and Safety Management system
- Conduct internal audits and maintain accurate and detailed documentation of audit results reflecting adherence to requirements and provides objective evidence of the effectiveness of the Quality Program to Management Customers and regulatory Authorities
- Performs root cause analysis and devises, implements and evaluates Corrective and Preventive Actions
- Investigation of Customer complaints, internal Scrap and Rework and evaluation of Vendor performance with respect to external reject parts
- Keeps abreast of changing regulatory and licensee requirements in order to make the necessary recommendations for changes to the management system and provide the necessary expertise to aid management with the

Qualifications for QC coordinator

- Adaptable and flexible, as position will require some travel
- Bachelor degree, major in chemical engineering or equivalent
- Strong learning capability and problem solving skills
- Account Management and problem solving skills a must
- Accountable and self-motivated to meet day to day targets
- Bilingualism, English and French written and spoken is a requirement