



Example of Quality Coordinator Job Description

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Our company is searching for experienced candidates for the position of quality coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for quality coordinator

- Coordinates the building permit process and compliance with codes
- Directs weekly construction meetings
- Prepares daily/weekly/monthly progress reports
- Reviews contractor applications for payment and recommends payment to client
- Creates and monitors cost reports for the client
- Coordinates punch list preparation and project close-out
- Serve as Document Control Administrator in DCA
- Manage department records through sharepoint / electronically
- Serve as Learning Administrator role to assign and maintain BEM training curricula, upload learning events, and create and make available training content and training assessments
- Work directly with peers/cross-functional teams to assist on the use of the quality systems and processes

Qualifications for quality coordinator

- Slovak is required
- Action Oriented / Competence of operative disclosing shortages and identification of root cause
- Informing/Educate others
- Minimum of (3) years of relevant experience working with quality

- Some University education in Business Administration or related field or equivalent work experience
- Familiarity with medical records, review and data collection