



Title: Quality Coordinator

Reports To: Quality Manager

### Initial Job Description

Compare internally generated reports to completed production documents, customer requirements and quality system parameters to verify accuracy, completeness and compliance to requirements.

Create and verify certificates of analysis for finished products.

Coordinate priorities with the Quality Manager and other team members to ensure timely completion of assigned tasks.

### Anticipated Job Growth Tasks

Perform internal quality audits

Create quality documents

Create SPC reports

Communicate with customers regarding quality concerns

Assist in administration of the following processes:

- Corrective Action

- Preventive Action

- Continual Improvement

- Nonconforming Product

### Competencies

High degree of accuracy

Analytical and problem solving skills

Oral and written communication skills

Mathematical skills

Computer proficiency, especially with Word, Excel and Access

Experience in a production/technical field

Experience with quality management systems

### Minimum Education Requirements

High school diploma