



Role Description

Subtitle:	Quality Coordinator
Version:	220707
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Owner:	Quality Manager
Keep informed:	Quality Manager and Quality Coordinator

1. Overview

Reporting to the Quality Manager, the Quality Coordinator will be responsible for supporting the administration and co-ordination of all quality processes within the team in order to ensure compliance with the relevant standards.

2. Duties and responsibilities

- Plan and conduct internal audits in alignment with the appropriate standards, document findings and ensure improvement / corrective actions are implemented and effective.
- Support the Quality Manager with the administration of IR's, in addition to IR report generation.
- Support the Quality Manager with external auditors as required.
- Work with departments across the business and provide support with problem solving and other quality initiatives.
- Conduct supplier audits, document findings and ensure improvement / corrective actions are implemented and effective.
- Work with the Purchasing team and suppliers in order to support with component issue resolution.
- Support with the administration and maintenance of the Quality Management System (QMS).
- Gather data and generate reports to support decision making within the team and wider business.
- Support the Quality Manager to ensure the ongoing compliance with the relevant quality, industry and regulatory standards.
- Identify the need for and support the implementation of continuous improvement initiatives across the business.
- Be an ambassador across the business for compliance with all appropriate guidance for legal and regulatory compliance as well as company policies/procedures.
- Other duties as required.

3. Revision History

Revision	Changes
220408	AB: Document Created