Position/ Job Title: Quality Assurance Coordinator

Job Summary:

The Quality Assurance Coordinator is responsible for overseeing and coordinating quality assurance activities within the company to ensure compliance with industry standards and regulations. This position requires a high attention to detail, strong organizational skills, and a deep understanding of quality assurance processes.

Key Responsibilities:

- Develop, implement, and maintain quality assurance policies and procedures to ensure that products and services meet company and regulatory standards.

- Monitor the production process and inspect products to ensure they meet quality specifications and guidelines.

- Conduct audits and inspections, identify non-conformities, and initiate corrective actions.

- Work with cross-functional teams (e.g., production, engineering, and customer

- service) to resolve quality issues and improve processes.

- Analyse product data and feedback to identify trends and areas for improvement.

- Prepare and maintain detailed reports on quality metrics, audits, and corrective actions taken.

- Provide training to staff on quality control processes, standards, and best practices.

Qualifications:

- Bachelor's degree in quality management, Business, Engineering, or a related field (or equivalent work experience).

- Two or more years of experience in quality assurance or a related field.

- Knowledge of industry quality standards and regulations (e.g., ISO 9001, Six Sigma, FDA regulations).

- Strong attention to detail and problem-solving skills.

- Excellent communication and interpersonal skills.

- Proficiency in quality management software and tools (e.g., MS Office, QMS platforms).

- Ability to work independently and as part of a team.