



## POSITION DESCRIPTION

<b>Job Title</b>	Document & Record Coordinator	<b>Reports To</b>	Quality Assurance Manager
<b>Department</b>	Quality	<b>Location</b>	Gurnee, IL USA

## GENERAL SUMMARY

Process all facility document changes through the change control system and maintain all Quality Management System record completion and storage. Monitor and enforce the defined Documentation and Engineering change control timelines and goals.

## KEY RESPONSIBILITIES *(Include but not limited to)*

### Documents and Records

- Responsible for the maintenance of the central document control electronic and manual library
- Responsible for maintenance and management of electronic and manual quality records for the facility. This includes ensuring all physical records are filed in a timely manner.

### Change Control

- Responsible for day-to-day operation of the Change Control system. Circulate change proposal packages for review and approval or rejection
- Finalize, implement, and close out the change control cycle, including notification to affected parties and distribution of new documents
- Drive successful facility Change Control metrics

### Other

- Assist in the coordination of external audits and inspections as needed
- Participate in Continuous Improvement, Kaizen, 5S and organizational activities
- Support selected Regulatory requirements as assigned with the Regulatory Manager
- Other duties or projects as assigned

## REQUIREMENTS FOR THIS POSITION

### I. Professional Experience

- 2 - 4 years' experience required in Quality, Medical Device Regulated Environment

### II. Education

- High School Diploma required
- Associates or Bachelors' Degree preferred



- III. Language**
- English

- IV. Travel (estimated % of time)**
- None

## PERSONAL TRAIT PROFILE

- Excellent time management and organization skills
- Excellent verbal and written communication skills
- Ability to work well under deadlines
- Ability to drive tasks to completion
- Attention to detail

## KEY RELATIONSHIPS

**a. Internal**

- Reports directly to Quality Assurance Manager
- Direct Reports include:
  - None
- All Company Associates

**b. External**

- Auditors for review

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*This job description in no way states or implies that these are the only duties to be performed by this employee. The incumbent is expected to perform other duties necessary for the effective operation of the department or unit. This job description may be changed at any time.*