**Date Prepared: January 5, 2022**

**Employee Name:**

**Job Title: Documentation Coordinator**

**Location: 800 Liberty Drive**

**Libertyville, Illinois 60048**

**Position Summary:**

Responsibility for document control, issuance, maintenance and related tasks

**Reporting Structure:**

Reports to Associate Director of Quality Assurance

**Direct Reports:**

N/A

**Major Responsibilities:**

* Initiation, issuance, and implementation of document change notices
* Maintenance of training records
* Maintenance approved supplier files
* Maintenance of quality system documentation and records
* Documentation filing and archiving
* Distribution of various types of controlled documentation
* Responsible for the maintenance of the various logs (i.e., CAPA, NCM, Complaints, Protocol number assignment, etc.)

**Secondary Responsibilities:**

* Support Quality Control activities as needed
* Creation and maintenance of quality trending data
* Purchasing of routine office and manufacturing supplies
* Perform special tasks per request of the Associate Director of Quality Assurance

**Education:**

* HS Diploma, GED or equivalent preferred

**Experience:**

* A minimum of 2 years experience in the medical device industry preferred, but not required.

**Employee Approval**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Approval**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_