

**Perform Air International Inc.**  
**Section VI - Attachments**  
**Att.60.01 - Job Description**

Revision	Revision Date	Revision Change
N/I	03/31/2017	Initial Release/ Re-release
1	07/31/2017	Revision to Dept Manager
2	08/31/2018	Revision to Duties and Responsibilities to remove scanning and HMS labeling tasks.
3	01/31/2019	Revision to Grade Level, Department Manager and addition of Division Manager.
4	10/31/2021	Revision to Grade Level
5	09/26/2024	<i>Revision to Qualifications</i>

**Position Title:** Quality Control Coordinator

**Grade Level:** 43-5061-10

**Exemption Status:** Non-exempt

**Department:** Quality Control

**Division Manager:** Director of Quality

**Department Manager:** Quality Control Manager

**Immediate Supervisor:** Quality Control Manager

**Duties, Responsibilities and Authority:**

The position of Quality Control Coordinator is responsible for ensuring all pertinent records used within the Quality Control Department are stored properly and available for immediate review by the appropriate internal employee or external regulatory and standards personnel. The position assists the Quality Control Manager with all administrative functions as deemed necessary. This position assists in maintenance of bond and quarantine logs and may act as a liaison between Quality Control and the Purchasing Department in clearing bonds and/or quarantines.

This position is responsible for completing inspection packages for all serviceable parts. This position is also responsible to assist the Quality Control Manager in processing of calibrated tooling and calibrated tooling record keeping. This includes initiation of monthly calibration purchase orders and monitoring calibration vendor activities to ensure tool turn times and scheduling of on-site calibration activities.

This position will assist the Quality Control Manager in monthly shelf-life consumable review and processing. The Quality Control Coordinator can accomplish component or piece part receiving tasks as assigned by the Quality Control Manager.

The Quality Control Coordinator is responsible for reviewing all technical data and customer specific technical data is available and maintained in current revision within the PAI system prior to release of a component for maintenance.

The Quality Control Manager may assign additional responsibilities to this position at any time.

This position does not require travel.

**Qualifications:**

Education: *BA/BS or High School completion plus one of the following experience or training requirements fulfilled*

Experience: *1 year within the industry in a Quality position.*

Training: *Documented training records of at least 50 hours.*