

Perform Air International Inc.
Section VI - Attachments
Att 63.05 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	11/21/2011	Revision of Duties and Responsibilities
2	07/30/2012	Revised for consistency
3	01/30/2016	Revision to Header and Department Manager
4	03/31/2017	Revision to Department Manager.
5	07/31/2017	Revision to Duties, Responsibilities and Authority
6	01/31/2019	Revision to Grade Level and addition of Division Manager.
7	10/31/2021	Revision to Grade Level
8	09/26/2024	Revision to <u>Qualifications</u>

Position Title: Records Coordinator

Grade Level: 43-9061-02

Exemption Status: Non-Exempt

Department: Quality Assurance

Division Manager: Director of Quality

Department Manager: Quality Assurance Manager

Immediate Supervisor: Document Control Supervisor

Duties, Responsibilities and Authority:

This position is responsible for the records Coordinator function to ensure all pertinent records used within the repair station are stored properly and available for immediate review by the appropriate internal employee or external regulatory and standards personnel.

The position assists the Document Control Supervisor in scanning all records and documents into the database, maintaining departmental files, work order packets and parts certification documentation for inventory. This includes assembly of monthly audit packages, audit reports, upon completion, and submitting sub-contract vendor audits to respective vendors. This position assists in maintenance of the Quality System Manual and verification that document control requirements are met for all internal and external documentation.

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

This position does not require travel.

Qualifications:

Education: *High School completion or equivalent or High School internship plus one of the following.*

Experience: *One year experience within a Records position.*

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