Job Title:	**Quality Coordinator**	Job Code:	
Department:	Quality	Division:	Ithaca, NY
Reports to:	Director of Quality & Manufacturing Engineering	FLSA Status:	Non-Exempt
Hours:	Full-time – 40 Hrs/week	Rev Date:	29, Oct, 2026

Primary Function

The Quality Coordinator supports Transonic's Quality Management System through supplier documentation coordination, processing of company-owned demonstration devices, quality data management, inspection activities, and follow-up on assigned quality actions. This hands-on position helps maintain accurate records, keeps activities moving through completion, and provides backup support across the Quality Assurance team.

The position works closely with Manufacturing, Engineering, Purchasing, and other departments to support product quality and adherence to approved procedures. Assigned inspections, system transactions, and quality checks are performed following required training and within the authority defined by Transonic's procedures.

I. Duties and Responsibilities

Supplier Documentation Coordination

- Coordinate documentation for new supplier qualification and existing supplier requalification in accordance with approved procedures. Obtain and maintain questionnaires, certifications, evaluation records, and other required supplier quality documentation. Maintain supplier records and approved supplier information.

Demonstration Device Processing

- Coordinate the return assessment and processing of Transonic-owned devices used for sales demonstrations, tradeshows, customer evaluations, and placements. Maintain device identification, status, assessment results, and service history in the applicable records.
- Perform and document prescribed functional and condition checks, including wear, damage, continued usability, and calibration status. Review the time remaining before recalibration in relation to the anticipated next use and identify devices requiring additional assessment or service.
- Coordinate needed repairs and calibrations with Manufacturing and Repair personnel; track completion and required documentation before devices return to available inventory. Communicate device status and availability to the appropriate teams.

Quality Data and Action Tracking

- Enter, maintain, and check quality data for accuracy and completeness. Track Opportunities for Improvement (OFIs), post-ECO implementation activities, and other assigned quality actions; follow up with responsible personnel and escalate overdue or unresolved items.
- Compile quality metrics and status summaries for Management Review and other quality meetings, including nonconforming material reports (NCMRs), complaints, open Engineering Change Orders (ECOs), and Corrective and Preventive Actions (CAPAs). Identify missing data, discrepancies, and emerging concerns for review by Quality leadership.

Inspection and Verification

- Perform independent Flowprobe verification quality checks in accordance with approved work instructions. Document results, confirm required records are complete, and promptly escalate discrepancies or nonconforming conditions.
- Provide backup incoming inspection support, including prescribed visual, dimensional, and documentation checks against approved specifications. Record inspection results and process material status in accordance with applicable procedures.

ECO and Macola Backup Support

- Provide backup ECO processing support, including documentation completeness checks, routing, review follow-up, record updates, and tracking of implementation tasks. Support closure after required reviews and actions are completed in accordance with approved procedures.
- Provide backup support for assigned Macola enterprise resource planning (ERP) transactions related to quality, inspection, material status, and inventory activities. Maintain accurate entries and supporting records, and coordinate correction of discrepancies with responsible personnel.

Manufacturing Floor Audits and General Quality Support

- Perform assigned minor manufacturing floor audits to verify adherence to current work instructions, completion of required records, proper identification and calibration status of equipment, and proper labeling and expiration status of chemicals and materials. Document observations and follow up on assigned actions.
- Maintain organized, retrievable quality records; assist with audit preparation and document requests. Identify practical process improvements and support implementation of approved changes.
- Complete required training and cross-training, follow applicable quality and safety requirements, and perform other work-related duties as requested, directed, or assigned by management.

II. Working Relationships

- Work with Quality Assurance, Regulatory Affairs, Manufacturing, Manufacturing Engineering, Engineering, Purchasing, Planning, Receiving, Repair, Customer Service, Sales, and Marketing. Communicate with suppliers and service providers as needed to obtain documentation and coordinate assigned activities.

III. Education and Experience

- High School Diploma Required; Two-year technical degree preferred.
- 2 or more years of relevant experience in quality assurance, inspection, manufacturing support, supplier documentation, or controlled records preferred. An equivalent combination of relevant education, training and experience will be considered.
- Work with Quality Assurance, Regulatory Affairs, Manufacturing, Manufacturing Engineering, Engineering, Purchasing, Planning, Receiving, Repair, Customer Service, Sales, and Marketing. Communicate with suppliers and service providers as needed to obtain documentation and coordinate assigned activities.

IV. Knowledge, Skills and Abilities

- Strong attention to detail, accurate data entry, and the ability to maintain complete, traceable records.
- Ability to organize competing priorities, monitor due dates, and follow through on open actions with limited day-to-day supervision.
- Clear written and verbal communication and a cooperative approach to working with suppliers and colleagues across departments.
- Ability to read and follow work instructions, specifications, and inspection criteria; use inspection and test equipment after training; and recognize when an issue requires escalation.
- Proficiency with Microsoft Word, Excel, and Outlook, including organizing data and preparing status reports. Experience with ERP, electronic QMS, or document management systems is beneficial; Macola experience is a plus.
- Willingness to learn Transonic products and manufacturing processes and provide reliable backup coverage for teammates.

V. Supervisory Responsibilities

- No Direct Reports

VI. Physical Demands

- Work is performed in office, inspection, and manufacturing areas and involves computer use, sitting, standing, walking, and handling devices and components. The role requires

the ability to perform detailed visual inspections and handle small parts, with or without reasonable accommodation. Occasional lifting and moving of equipment up to 25 pounds may be required. Employees must follow applicable safety requirements and use required personal protective equipment. Manufacturing areas may involve occasional exposure to noise, odors, dust, heat, cold, or chemicals.

VII. Work Environment

- Office and Manufacturing
- Occasional exposure to elements such as odor, noise, dust, heat, cold or chemicals

Disclaimer: This Job Description is not intended to be all-inclusive and may be subject to change to include new responsibilities and tasks or change existing ones as management deems necessary to meet the ongoing needs of the company.