

## JOB DESCRIPTION

**POSITION:** COMPLIANCE COORDINATOR  
**DIVISION:** QUALITY ASSURANCE  
**CLASSIFICATION:** Full Time

**DEPARTMENT:** QA  
**SUPERVISOR:** QA MANAGER  
**DATE:** 02/14/2025

**General Purpose of Job:** Compliance Coordinator is responsible for the collection, cataloguing and distribution of all controlled documents, compliance and regulatory requirements. Maintain and ensure compliance of design control, change control, ISO, statutory and regulatory requirements in Sharepoint database. Work with project leaders and department directors to ensure compliance of deliverables that meet customer requests.

**Essential Functions of Job:**

- Coordinate the day-to-day document control duties including the facilitation of capturing, properly indexing, securing, archiving, versioning, and keeping the project documents current.
- Edit various documents received. Maintain revision control.
- Provide approved drawings for Procurement
- Production of documents and files such as standard regulatory submissions, annual reports, and general correspondence for submission to various entities as required (ROHs, REACH, CMRT, Prop 65 etc..)
- Specification acquisition and management
- Lead Regulatory compliance objectives, including communicating with Supply base to ensure supply chain compliance and submitting required information to customers
- Ensure all written procedures and manuals used conform to corporate standards.
- Special projects when needed
- Exhibit a cooperative, and compatible work ethic

**Educational and/or Experience Requirements of Job:**

- Knowledge and experience in Quality System Standards QS-9000 & ISO-9001 & TS16949-IATF
- At least two years of training or experience on this job or others of similar character
- Bachelor of Business Administration or similar field of study preferred but not required.
- Oklahoma driver's license in good standing
- Adequate specialized training in the use of Microsoft Word, Excel, Access, Sharepoint, and Pro/Engineer software

**Physical Demands of Essential Functions:**

- Persons in this position will occasionally be required to stand and walk, and frequently be required to sit.
- This person should be able to climb stairs daily.
- Vision requirements include close vision, color vision, depth perception, and the ability to adjust focus for long periods of time.

**Personal Demands of Essential Functions:**

- This person must have very good communication and delegation skills, and must be able to make independent decisions on a regular basis.
- This person must have the ability to plan, lead, analyze and problem-solve in business environments
- This person must be very organized and thorough.
- This job requires close mental and visual attention.

**Environmental Conditions of Job:**

- Job is such that the employee, if injured, would receive only minor cuts, bruises or burns.
- There is occasional exposure to noise, odor and other factors of minor disagreeableness.

**Salary Level:** TBD

**Signatures:** Jay Ralston:  
General Manager, COO

Tim Sizemore  
Director of QA

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