

JOB DESCRIPTION

Job Title:	Process Improvement Engineer	Job Code: ADM-15-04-01
Work Centre:	Manufacturing	
Team:	Administration	
Report to:	Plant Manager	
Responsible for:		

Job Summary

To take ownership for driving and managing process improvements, through use of best practice, six sigma and project management techniques. Ensure that the process continually improves and achieves the highest standards of best practice.

Duties & Responsibilities

1. Identify, scope, and prioritize high impact process improvement through the business.
2. Manage high impact process improvement projects that have been identified and given priority to proceed.
3. Coach, mentor, support and manage six sigma green belts, and the process improvement projects that they are involved with.
4. Deliver meaning process improvements through the use of six sigma process improvement and control techniques.
5. Quantify, track and measure process improvements in terms of costs, service levels, profits, health and safety, business metrics etc...
6. Be a catalyst for change, and manage the resulting change processes.
7. Liaise closely with all levels of production management.
8. Assist the production leadership in establishing and maintaining a stable and consistent production environment that adopts and promotes best practice and continuous improvement.

Job Specification

1. Knowledge & Skills
 - A good understanding of the overall process, from modeling through mould-making, casting etc to appropriate packaging for customer delivery.
 - Excellent project management skills, facilitation skills, are essential, along with well structured and disciplined approach to problem solving.
 - Lean Six Sigma Black belt/Green belt certificate required
2. Education, training
 - Preferably qualified to degree level, or equivalent, in a relevant engineering, science, industry or technology
3. Experience
 - 3 years experience in Manufacturing/industrial management
4. Personality
 - Must be numerate and possess excellent analytical and statistical ability.
 - Excellent interpersonal, communication and presentation skills required.
 - Must be a flexible, self starter with a good general level of business nous.
 - Must be a change agent with action and result oriented
5. Physical requirement
 - Fit and healthy.
6. Age
 - > 25
7. Languages
 - English, Vietnamese