

# JOB DESCRIPTION

**Job Title:** Process Engineer

**Date Last Revised:** 10/4/2023

**Department:** Operation

**Reports To:** COO

**Location:** Clifton, NJ

## **JOB SUMMARY:**

Process Engineer (PE) leads organizational efforts to monitor and improve processes with the aim of making them effective, effortless and efficient. The PE will analyze processes, develop strategies, lead activities, monitor progress and provide coaching to achieve the best results. The PE will play an important role in helping to foster a culture of sustainable change through the creation and embedding of LEAN methodology, and the supporting framework, to deliver business transformation. He/she will utilize scientific principles and develop initiatives to increase operational efficiency and productivity. The leader is also responsible to investigate failures, establish critical controls, and implement requirements for equipment, tooling, materials, and methods of manufacturing from pilot runs through normal production.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Identify and deliver service improvement activity across the business through employing process improvement methodologies and the application of innovative thinking
2. Execute process improvements and apply lean methodologies aimed to increased throughput and productivity
3. Facilitate LEAN/process improvement-based workshops to drive ideas and solutions
4. Identify and support the delivery of better value and greater efficiency through the identification and elimination of unnecessary complexity within business processes
5. Tracks metrics to discover areas for improvement and monitor upgrades.
6. Assist in the development and implementation of a 'best-in-class' continuous improvement strategy
7. Actively monitor process risks to foresee/identify potential problems and proactively identify solutions to address in advance
8. Ensure the business impact and project objectives/dependencies are identified, always reported on and managed
9. Complete post implementation reviews to ensure successful delivery has been achieved and is repeatable
10. Analyzes process failures for root cause and recommend corrective actions
11. Provide project support across the site for new initiatives and continuous improvement projects
12. Supports production staff with problem solving, discrepancy resolution and training and Evaluates and develops current process metrics and performance to identify areas requiring improvements
13. Assembles reports to document process status and changes.
14. Communicates findings and proposals to upper management.
15. Provides thorough instructions for successful implementation of process changes.
16. Assesses compliance with applicable safety and quality standards.
17. Contributes to site efforts by accomplishing related tasks as needed.

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Must be able to perform the essential job function with or without reasonable accommodation without posing a direct threat to the individual or others.

Incumbent may be asked to perform other duties as assigned.

## **KNOWLEDGE & SKILLS:**

### **Ideal Candidate Qualifications:**

- Organization skills: ability to spearhead both the planning and implementation stages of multiple projects, so they must be organized and committed to meeting deadlines
- Leadership skills: Ability to influence others and partners well internally and externally; inspires other team members to give their best effort
- Proficient in the use of Microsoft Office, including Project, Visio, Word, Excel, Outlook, and PowerPoint
- A 'completer-finisher' taking accountability for ideas from inception to delivery, in an environment that requires robust metrics to confirm success
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of Partners, senior managers, and subject matter experts
- Strong analytical skills and basic understanding of lean methodology

## **EDUCATION/EXPERIENCE:**

- Bachelor's degree in science and/or engineering is required.
- 0 to 2 years related experience in a production or manufacturing environment
- Previous experience working in a GMP environment preferred.

## **PHYSICAL DEMANDS:**

- Ability to lift 25 lbs.
- Regularly required to stand
- Frequently required to walk
- Regularly reach with hands and arms
- Occasionally required to climb or balance; stoop, kneel, crouch or crawl
- Occasionally required to lift and/or move up to 10 pounds, and occasionally required to lift and/or move up to 50 pounds

## **WORK ENVIRONMENT:**

- Production Area is HVAC Controlled
- Warehouse is not HVAC Controlled
- Regularly required to work in areas where chemical materials are encountered
- Manufacturing setting with moving machinery
- Regularly required to wear appropriate personal protective equipment
- May involve exposure to shop environment including variable noise levels
- Must customarily have a high consciousness for personnel and equipment safety

