



Process Engineer
Job Description

Summary:

Works with Quality, Sales and other functions to implement new production processes and improve existing production processes.

Essential Duties and Responsibilities:

- Work independently to manage projects and assignments.
- Lead project teams to complete assigned projects on time and under budget.
- Develop key interdepartmental relationships with Operations, Quality Assurance, Sales and customers to effectively expedite orders to satisfy the company's commitment to 100% customer satisfaction.
- Prioritize and manage multiple tasks simultaneously and complete within required timelines.
- Read, understand and develop operational reports, schedules, and other reports.
- Additional duties as required.

Quality & Project Management

- Ensure all assigned processes and related activities are performed in compliance with Company quality policies and other plant quality certifications.
- Coach and train associates on best practices to yield conforming parts.
- Lead troubleshooting and problem-solving initiatives with platers, quality engineer, and other support functions. Use 8D problem solving and statistical methods whenever possible.
- Interact with customer engineering or quality functions to resolve problems.
- Assist quality department with internal and external audit preparation as required.
- Manage assigned projects in the following areas:
 - New product introduction – new customer products in existing Induplicate processes.
 - New process introduction – new metal finishing process for Induplicate operations.
 - Existing process improvement – existing processes/customer products with the potential for improvement in throughput, quality or cost.
- Manage all projects using sound project management practices including:
 - Form and lead cross-functional teams including platers and line operators.
 - Develop written project plans.
 - Conduct regular project meetings.
 - Submit written summary of project notes and lessons learned at the completion of projects.

Safety and Environmental Stewardship

- Ensure all assigned processes and related activities are performed safely in compliance with company policies and federal, state and local regulations.
- Coach and train associates on best practices to complete a task safely.
- Report all safety and environmental incidents to plant leadership in a timely manner.

Qualifications:

- Bachelor of Science degree in Chemical or Industrial Engineering.
- 1 – 3 years of manufacturing engineering experience; plating experience desired.
- Basic computer skills; proficient with Microsoft Office.
- Excellent organization and communication skills.