

JOB TITLE:	Process Improvement Specialist	SUPERVISES:	N/A	LOCATION:	Brockport & Lebanon
DEPARTMENT:	Operations	REPORTS TO:	US Packaging Operations Manager	FLSA STATUS:	Exempt
JOB SUMMARY					
<p>Design project plans and manage project execution so that they safely meet time and resource budgets and that they successfully fit for purpose. <i>Nortera Foods Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Support all technical aspects of the packaging operations, with goals of maintaining quality and improving department efficiency. ▪ Creates process teams with existing employees to develop SOP's and utilizes lean principles to achieve a desired outcome ▪ Develops process methods and controls to meet process standards. ▪ Develops, writes, implements, submits and/or presents various technical reports or CARs in support of cost reduction, reliability, repair and safety initiatives. ▪ Analyze daily, weekly and monthly reports and, when necessary, investigate variances, including overuse and underuse of ingredients; make recommendations to improve; ▪ Study current operating processes and implement change where possible to improve performance; run test scenarios; ▪ Lead continuous improvement projects and activities through the use of data and reports; ▪ Meet with stakeholders to review recommendations to increase efficiency; create KPI standards; ▪ Implement Lean, Six Sigma, Kaizen, and other process improvement methodologies across various departments. ▪ Facilitate workshops, training sessions, and coaching to build continuous improvement capabilities across the organization. ▪ Must work in compliance with established safe work practices and procedures and report all unsafe or unhealthy conditions to your manager ▪ Build effective working relationships with other departments in the company and other parties as appropriate ▪ Support good, open communication with all participants, promoting a culture of involvement and participation within company values ▪ Assist manufacturing with solutions to complex food processing issues, production system design, and documentation of SOPs ▪ Proven project manager experience, leading projects from conception to implementation ▪ Perform process analysis such as line time study, mass balance, etc. to contribute to the continuous process improvement ▪ Always work in a safe manner ▪ Must comply with Good Manufacturing Practices Quality procedure 10-024 ▪ Must adhere to all Nortera Foods Inc. USA safety policies and procedures ▪ Report any unsafe acts to management 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES		<ul style="list-style-type: none"> ▪ Knowledge of food processing and demonstrated strengths in mechanically oriented manufacturing processes ▪ Knowledge of automated assembly and related technologies, specifically VFFS(vertical form fill and seal machines) and radial scales ▪ Knowledge of Lean Manufacturing or TPS ▪ Ability to learn quickly and keep pace with scientific/engineering developments ▪ Strong analytical, organizational and problem solving skills ▪ Strong written and verbal communication skills and the ability to present complex technical issues in a clear and concise manner ▪ Ability to build positive cross-functional and intra plant relationships with both internal and external peers and stakeholders ▪ Ability to speak and write English ▪ Ability to learn new tasks ▪ Must be dependable 			
PHYSICAL DEMANDS		<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Frequently required to walk, talk and/or hear 			

	<ul style="list-style-type: none"> ▪ Standing ▪ Using hands and/or fingers to handle or feel ▪ Reaching with hands, arms, bending, stoop, kneel or crawl ▪ Lifting and moving up to 50lbs ▪ Near vision, distance vision and color vision and ability to focus
WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Normal office environment ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts
EXPERIENCE	Two years process engineering experience
EDUCATION	Bachelor’s degree in Engineering with a concentration in industrial, mechanical, food processing, or chemical engineering preferred or equivalent experience.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera Foods Inc. reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.