

# Process Engineer

## Job Summary

The Process Engineer is responsible for recording, developing, revising, and improving PEM's processes across all departments. This role identifies gaps, waste, lack of clarity involving roles/responsibilities, and the implementation of controls for critical functions that provide solutions. The position will help drive the organization with implemented best-in-class processes to build and maintain PEM's competitive advantages.

## Primary Responsibilities

- Develop, maintain, and improve PEM's processes per assigned priorities and projects.
- Lead or assist in resolving and coordinating process-related defects or issues across all departments.
- Identify waste, lack of control, and clarity in processes, systems, and workflow.
- Lead or assist in the implementation of new processes and process revisions.
- Lead or assist in the analysis and improvement of processes and products.
- Implement systems to track metrics and then process and interpret gathered data.
- Perform risk assessments on processes, products, and systems.
- Write, maintain, and revise processes, procedures, and work instructions.
- Lead or assist in facility changes impacting manufacturing or company operations. Many times, there are changes that require revisions or new development of processes.
- Other related responsibilities and duties as assigned.

## Qualifications

- BS in Engineering with 5 plus years of related manufacturing experience (or other relevant technical degrees or certifications with 10+ years of manufacturing experience)
- Experience in Continuous Improvement tools and methodology (Theory of Constraints, Lean, or Six Sigma)
- SolidWorks2019+ or CAD experience preferred
- Proficient in Microsoft Word, Excel, and PowerPoint
- Ability to plan, schedule, and multiple coordinate projects (Strong Program Management Skills)
- Excellent communication, interpersonal, facilitation, and presentation skills.
- Experience in process analysis, process improvement, and process development.
- Knowledge and experience with sales, engineering, supply chain management, manufacturing, customer service, and ERP system processes.
- Possessing a solid understanding of critical analysis and application in a manufacturing environment.
- Results-oriented and deadline-driven
- Strong work ethic and great attitude is required.