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# Example of Operational Excellence Manager Job Description

Our growing company is looking to fill the role of operational excellence manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operational excellence manager

* Employs Six Sigma and LEAN methodology and analytics into organizational operations in order to accomplish business objectives
* Contribute to business operations strategy development
* Provides assistance to Champions, functional departments, and business units in identifying, planning and implementing Lean and Six Sigma projects that tie strongly to business strategic priorities
* Develops improvement plans for assigned areas by developing and maintaining relationships with leaders, stakeholders and industry experts (e.g., General Managers, process owners, customers)
* Continuously measures and monitors processes, risks and controls by conducting post-implementation reviews and project follow-up
* Serve as Sensei to support development of people within their career
* Oversees and manage site vide OpEx projects aimed at cost reduction through productivity, Quality and efficient enhancement
* Manage, Report OPQ data Scrap, Rework, Warranty
* Responsible for driving the manufacturing, quality and process improvement initiatives throughout the factory
* Lead PE training events as needed

## Qualifications for operational excellence manager

* 4-5 years of functional and technical project-related work is required
* Process development / definition in an ERP environment is required
* Experience in the development and implementation of process and systems changes required
* Studio/entertainment industry experience a plus
* Must have strong attention to detail (excellent quality of deliverables)
* Must have the ability to tailor communication and messaging with varying levels of the organization