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# Example of Process Assistant Job Description

Our growing company is hiring for a process assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for process assistant

* Performing general office duties such as answering telephone calls and making appointments, composing correspondence, collecting and providing information on inquiries, picking up and distributing incoming mail and faxes, faxing outgoing documents, maintaining office supplies, and assisting in the maintenance of department files
* Performing purchasing reconciliation through the use of SAP, and performing other duties as requested or assigned
* Performing general office duties such as answering telephone calls and making appointments, composing correspondence, collecting and providing information on inquiries, picking up and distributing incoming mail and faxes, faxing outgoing documents, and assisting in the maintenance of department files as needed
* Provide technical support to Zhuhai Plant in the areas of Phenates, Sulfonates, Blending, other specialty products and Utilities
* Assist Process Engineer and Section Superintendent to optimize productivity and quality while driving improvements to reduce costs, safety hazards and environmental hazards
* Troubleshoot day-to-day issues on materials, equipment and the processes
* Assist Section Superintendent and Process Engineer to monitor operator procedures and work instructions, review process design and equipment safety hazards, and initiate new projects
* Look for near misses, and make formal notifications when found
* Participates in process hazard analyses (PHA), safety incident investigations and pre-startup safety reviews (PSSR)
* Follow-up and complete HSES tracking system items when assigned

## Qualifications for process assistant

* Understanding of organizational impacts that result from changes to business processes/technologies
* Ability to lead the development, re-engineering, and documentation of business processes
* Excellent facilitation skills with the ability to drive toward solutions
* Ability to maintain a solutions-focused approach
* Ability to work overnight/unusual hours to perform in-store tasks as needed
* Leading Lean/Six Sigma experience