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# Example of Process Controller Job Description

Our company is growing rapidly and is hiring for a process controller. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for process controller

* Advanced user of Microsoft Office Word, Visio, and Project
* Judgment/Decisiveness – ability to raise issues to management, all the way up to senior/executive management
* Work Standards – demonstrates integrity, demands excellence, and able to function with little supervision
* Good cross-cultural awareness/sensitivity
* Ability to adapt, manage stress, and be a change leader
* Experience in business process analysis and reengineering
* Hands-on knowledge of Business Process Outsourcing processes and performance management practices
* Academic training in business statistics and/or equivalent hands-on professional experience
* Training/certification in ITIL or another IT Service Management process framework
* Training/certification in an Operations Management discipline

## Qualifications for process controller

* NQF 2
* Related exposure and experience as a Process Controller would be an advantage
* Physically monitor production process
* The taking of readings on the plant
* Report all at risk behaviours and unsafe conditions to line Foreman
* Comply to all OSH ACT requirements