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# Example of Process Controller Job Description

Our growing company is searching for experienced candidates for the position of process controller. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for process controller

* Experience as user of Business Intelligence reporting systems/tools
* Design, develop, and implement processes, procedures, and controls
* Design tools required to support the processes, and work with internal/external resources to develop and implement such
* Manage internal projects connected to implementation/modification/enhancement of services, processes, and working standards
* Identify proactively and work on continual improvement projects, efficiency initiatives, and implementation of new business systems
* Monitor and control the process compliance, and work proactively with the stakeholders on identifying root-cause on business trends, identifying corrective and preventive actions, leading the implementation on these changes, and reporting the outcomes
* Monthly, interim and annual closings according to the global closing schedule
* VAT declarations and other statutory reporting
* Annual income tax declarations
* Executing general ledger process internal controls

## Qualifications for process controller

* Practise good housekeeping
* Conduct visual inspections on the process and equipment
* Report process deviations to SPC and / or Production Foreman
* Communicate and assist team members in controlling the process
* Compile relevant area shift report at end of shift
* Maintain good housekeeping on the plant