



Example of Lean Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of lean coordinator. 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 lean coordinator

- Document Lean activities and initiatives
- Organize Bi- Annual Manufacturing/Lean/Quality Review
- General Management of MOVE/Lean office
- Follows-up on tasks generated in Kaizen events and monitors sustaining activities to ensure successful and timely completion of action items
- Must be able to work effectively with and communicate well with employees at all levels of the company, with suppliers and customers
- Train employees in APS tools and methods
- Support LDMS teams update and drive assigned Action items to closure
- Provide coaching and support on training, project identification and prioritization as requested
- A coach and active facilitator in Bronze/Silver Certification projects and mentoring sessions
- Lead by example and model the desired behaviors and values

Qualifications for lean coordinator

- Degree in Electronic or Industrial Engineering
- Must be effective in a fast-paced environment
- Must adapt easily to changing priorities
- Leadership experience is a required, but leadership experience with teams that do not report to you is acceptable

