



Example of Lean Coordinator Job Description

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Our company is looking for a 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

- Leads and facilitates Lean Sigma (LS) Process Improvement Teams for Lubricant's Americas Supply Chain
- Collaborates with Port Arthur Black Belt to manage and coordinate all Lean Sigma Black Belt responsibilities and duties across the region
- Facilitates Black Belt level projects with guidance from the Global Lean Sigma Manager
- Facilitates Project Identification sessions to help the facilities develop a strong queue of a wide range of site based improvement opportunities leveraging Black Belt tools such as value stream mapping (VSM), Pugh Matrix, and PICK charts
- Trains and mentors Lean Sigma team members (White belts/Green belts/Champions) and the regional leadership team
- Leads Lean Sigma Program in Americas Supply Chain on site and leveraging virtual tools
- Provides guidance in setting program financial goals/metrics and provides updates in monthly Local Lean Sigma Advisory Team (LSAT) meetings
- Encourage risk taking and experimentation using the scientific method
- Maintain proficiency continuously learning align with Plant LSS Manager and Operations Director
- Seek and value feedback from the team and provide timely help if needed

Qualifications for lean coordinator

- Certified Black Belt, Master Black Belt a plus
- Ability to manage multiple tasks simultaneously, work with numerous internal subsystems and leads
- Undergraduate degree required in Industrial Engineering (Preferred) or related engineering
- ASQ Quality certification / Exemplar Global (RABQSA) or similar Certification a plus
- Time Study and labor standards experience a plus