



Example of Lean Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of lean coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for lean coordinator

- Prepares reports, project plans, Lean training materials and presentations
- Designs and manages the Lean department's internal web page and service request processes
- Adhere to all safety and health rules and regulations associated with this position
- Proactively promote and create a safe work environment for all associates
- Audits and reports on findings
- Supports the Quality Department for implementation of best practice (through Quality Improvement Projects) from both internal and external shared learning and benchmarking
- Conducting training (Forklift, Orientation, HazCom, etc)
- Training development activities
- Updates employee training records, lists of courses taken, when refreshers need to happen and ensures that all training materials are current and up to date
- Establishes active work instructions and updates, documents any necessary changes to the materials

Qualifications for lean coordinator

- Able to read/interpret schematics and mechanical drawings
- Able to write and follow detailed, written instructions
- Able to read and understand regulatory agency documents

- Able to travel up to 5% of work time