



## Example of Lean Coordinator Job Description

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Our innovative and growing company is looking to fill the role 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

- The definition, setup, preparation and optimization of Lean manufacturing/operational process
  - Direct and advise team members in identifying and eliminating 8 waste streams in collaboration with process owners and manufacturing team members
  - Create Good Manufacturing Practices (GMPs) training materials for unit by creating one-point lessons, GMP sheets, and visual aids
  - Serve as the Success Factors training administrator for all Cellasto production, quality, maintenance, leadership teams and business group, for the entire Wyandotte site
  - Coordinate and conduct the Cellasto contractor orientations
  - Maintain the EHS Curriculum process for the Cellasto plant and update as required
  - Coordinate initial and refresher training as designed by the EHS program and unit tasks (e.g., lock out training, mobile equipment use)
  - Develop, implement, and document the unit's standardized on-the-job training program including specific work instructions, training checklists, technical training, refresher training, and qualification tests
  - Establish relationships with on-the-job training mentors, operations engineers, supervisors, and EHS staff in support of training activities
  - Update and develop plant work instructions for specific tasks and ensure alignment proper standards and regulations
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- ASQ, Six Sigma certifications are desirable
- Knowledge of manufacturing processes (fenestration industry, metal fabrication, glazing, and or metal finishing preferred)
- Hands-on experience developing/leading continuous improvement activities
- Knowledge of Control Plans, Process Mapping, and other basic quality tools
- Bachelor Degree in Industrial Engineering or related discipline preferred, with typically 5- 9 years working experienced history and Electronic Manufacturing Services engineering background
- Require basic management skills