



Example of Process Assistant Job Description

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Our company is looking for a process assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for process assistant

- Demonstrates a high commitment to safety
- Monitors unit operator procedures and work instructions, and review process design and process equipment to further mitigate environmental hazard risks
- Participates in investigation on environmental near miss cases
- Support Process Engineer on waste generation reduction from processes, especially hazardous waste
- Demonstrate a high commitment to environmental protection
- Responsiveness to feedback provided by Trainers/ Management
- Establishing and maintaining effective working relationships with all team members
- Maintaining a professional approach to work at all times, providing prompt and appropriate responses at all levels
- Following company rules and standard operating procedures
- Adhering to all Security Policies and Procedures

Qualifications for process assistant

- Senior Process Specialist
- Empty trash at work station
- Correctly label and move completed boxes of product
- Spray and properly clean machines and belts
- Assist Process Tech in setting of molds and dies as needed
- Perform any other duties needed in order to assist the Process Tech in successfully completing product