



Example of Process Excellence Job Description

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Our innovative and growing company is looking for a process excellence. 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 process excellence

- Develop and capture KPIs, and create and manage process of building and reporting scorecards and dashboards
- Develop and maintain strong relationships with senior leaders and stakeholders, communicate support needs and engage these groups in support of project execution
- Take responsibility for project results and the quality of project execution
- Identify key deliverables, conduct end-to-end assessment, and build solutions and processes that allow stakeholders drive improvements and enhance efficiencies
- Create a culture focused on Continuous Improvement, challenging status-quo, thinking outside-the-box, and coach, mentor Green-Belts and Yellow-Belts
- Continuously improve existing process and help teams design new processes that are robust, effective, and efficient
- Achieve Cost Reduction Targets with regular updates to Senior Management
- Responsible for SSC metrics tracking
- Maintain customer relationship with internal customers
- Responsible for SSC policy maintenance to ensure SSC policy are most up-to-date and fitting business needs

Qualifications for process excellence

- Certifications such as PMP, Black Belt or Master Black Belt strongly preferred
- Working knowledge of methodologies - SDLC, CMMI, TOGAF, Agile, CoBit - preferred
- Experience working with tools like VSM, Kaizen, DMAIC/DMADV, 5S, Kaizen, 8D
- Excellent communication and presentation, change management, and project management skills
- Minimum 4-5 years experience in accounting or financial analysis