



# Example of Process Excellence Job Description

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

## Responsibilities for process excellence

- Apply Lean Six Sigma (LSS) methodology to investigate existing processes for improvement, and expand the use of these tools
- Leading, developing and implementing process improvements and key business improvement initiatives around Quality, Product Supply and Cost using Lean Manufacturing, Six Sigma, and Manufacturing Maintenance Excellence principles/tools
- Utilizing their business, leadership and technical skills to execute projects and mentor all groups (associate to management) at the site including leading, analyzing, designing, and improving business processes by enlisting and influencing cross-functional teams, and delivering tangible business results through the application of Six Sigma and Lean principles, methodologies and tools
- Responsible for Process Reengineer to redesign and streamline processes with process owners
- Participates in strategic planning and implementation of financial operations strategy in Asia
- Participates in establishing financial procedures and systems, reporting systems and proper controls
- Maintains close control of approved annual expense plans and capital expenditure plans for corporate building
- Assist Director - Finance Corporate services in leading finance trainee program to facilitate the growth of finance organization talent pool
- Manages the staff in responsible and caring manner ensuring the highest standards of service

## Qualifications for process excellence

- Internal audit background highly desirable, Big 4 experience preferred
- Willingness to work hands on in the research and data details in the analysis
- Demonstrated experience with technology specific project/programs and execution on a cross-functional level
- Commerce, Business or Engineering undergraduate or graduate degree with minimum 5 years business experience, preferably with exposure to banking
- Superior skills in Excel, PowerPoint and process mapping software
- Experience in transformation and change management including demonstrated success leading large-scale transformation projects, ensuring process improvements are implemented and sustained across all process stakeholders