



Example of Process Lead Job Description

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

Responsibilities for process lead

- Develops Centerline targets and documents standards
- Communicate effectively within the team, between shifts, departments and management (safety, quality, logistics,) to address issues
- Support functions, regions and business units in their initial rollout of the SI&OP process
- Actively facilitate (directly or in partnership) the business process network in one process area, to maintain current contacts and understanding to help drive continuous process and system improvement, while maintaining and promoting process integration identification and understanding of key areas of change impact
- Develop and/or support the development of project charters, plans, and schedules
- Develop and/or support the development of presentations that deliver succinct/concise recommendations to management team and be able to provide rationale and justifications behind the recommendations
- Promote process optimization in processes and tools
- Partner with Process Network to maintain and drive usage of Process Mapping and modeling (As-Is /To-Be)
- Facilitate the standardization of best practices across the businesses using the Business Process Network (application of business process, master data, roles and responsibilities, and system use)
- Maintain effective support, integration, and communication with the Global Rollout teams, Business Process Network and BPM counterparts in all

Qualifications for process lead

- Bachelor's degree in Computer Science or other Engineering/Continuous Improvement field
- Certified CMMI Associate
- 5+ years of practical experience successfully implementing and supporting CMMI for Development (CMMI-Dev) Maturity Level 3 process improvement model in a software engineering environment
- Expert knowledge and formally trained in CMMI for Development (CMMI-Dev) Maturity Level 3 process improvement model
- Experience and trained in Agile and/or SCRUM software development frameworks
- Desire to add value to KeyLogic and its customers above and beyond the role