



Example of Process Leader Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a process leader. 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 leader

- Continually refine the methodology to enhance execution
- Manage comprehensive project management methodology and guide projects that deviate from plan to ensure conformance
- Reviews and analyses quality trends with the manufacturing team
- Provides guidance to manufacturing supervisors to ensure that effective in-depth investigations and performed
- Provides leadership and guidance to cross functional, multilevel technical teams to assure causes of non-conformances are identified and understood and that sound corrective/preventive actions are implemented
- Evolution of the implemented corrective and preventive actions against trends to assess effectiveness of the same
- Leads investigations of the negative trends and in alignment with the Process Engineer and the Operation Process Leader, facilitate the implementation process
- Analysis of data and based on the trends recommends actions for process, equipment and system improvement
- Writes procedures, protocols and other Documentation needed for the enhancement of processes and systems
- Provides training and education to the manufacturing team on tools for process evolution and enhancement

Qualifications for process leader

- Minimum of 3 years experience working with consumer/mortgage loan documentation and processes
- Exceptional problem solving abilities required
- Proficiency in the use of Microsoft Word and Excel desired
- An ability to make rapid, disciplined decisions
- Encourage team members to challenge current thinking, taking appropriate risks as key to advancing the business