

# Graduate Process Engineer Job Description

**Decora**  
Blind Systems

**Engineering**

Issue Number 1

Date of Issue: (12.09.12)

# Job Title: Graduate Process Engineer

**Job Family:** Engineering

**Reports to:** Technical Manager

**Main function:** This is an opportunity for an Engineer capable of working on their own initiative in a fast paced manufacturing environment. Key aspects of the role will include the implementation of new and improved manufacturing processes, using lean manufacturing techniques.

## Key Duties

- Work closely with all relevant departments to plan and implement the introduction of measurable and effective continuous process/workflow improvements in-line with company and department KPIs.
- Carry out work studies and balance production processes to improve operational KPIs.
- Determine and introduce optimum facility and equipment layouts.
- Review and improve material flow throughout Decora, using stock control and Kanban systems.
- Introduce and maintain Bill of Materials as necessary.
- Actively progress projects through the Engineering Change Process.
- Resource machinery and provide data to support applications for capital expenditure as part of continuous improvement.
- Assist in the planning and development of operational resources.
- Responsible for the operational introduction of New Products in-line with NPD process.
- Analyse and drive forward Problem solving, Quality improvements and Waste reduction through inter-Departmental Meetings.
- Ensure prompt and regular communications within the Engineering department and between other relevant departments.
- Liaise with customers and suppliers as necessary to clarify technical details and overcome problems.
- Any other reasonable duties which may be required by management from time to time.

***This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.***

## Personnel Specification

Factor	Essential Criteria	Desirable Criteria
<b>Educational &amp; Professional Qualifications</b>	Mechanical or Manufacturing Engineering Degree (minimum 2:1 classification)	
<b>Experience / Training</b>	<p>At least 1 year's experience working within a Process Engineering role in a manufacturing environment</p> <p>Demonstrable experience of introducing measurable and effective process improvements</p> <p>Strong organisational and project management skills</p> <p>Experience of lean manufacturing techniques</p> <p>Proficient in the use of Microsoft Office and CAD software</p> <p>Demonstrable report writing skills</p> <p>Project/Teamwork experience</p>	<p>Familiar with ISO 9001 (2000)</p> <p>Experience of MRP systems</p>
<b>Special Aptitudes</b>	<p>Demonstrate initiative and tenacity</p> <p>Ability to manage and prioritise workload</p> <p>Organisational &amp; planning capabilities</p> <p>Good communication skills</p> <p>Willingness to learn</p>	
<b>Disposition</b>	<p>Willing to be flexible in terms of working hours and availability for regular overtime</p> <p>Able to work in a team or individually, as required</p>	
<b>Physical Requirements</b>	Good attendance & timekeeping record	