

**JOB POSTING**

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TITLE: Kaizen Facilitator

DEPARTMENT: Operations

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**A. BASIC PURPOSE AND OBJECTIVE**

This position will analyze current processes by generating Process Flow Diagrams and Value Stream Maps in order to benchmark and/or quantify current performance, identify and quantify waste, and to establish metrics for quantifying the improvement activities. Identify and minimize process waste by leading and organizing events that utilize Kaizen, Value Stream Mapping, Mistake Proofing, Statistical Process Controls, and Visual Management Systems. Achieve significant improvements in Operational Efficiency by implementing Standardized Work practices

**B. WORKING RELATIONSHIP**

This position interacts with production and support areas within the company. The Kaizen Lead will report directly to the Director of Operations.

**C. ESSENTIAL FUNCTIONS**

Key Responsibilities:

1. Lead Racemark in its pursuit of improved lean manufacturing via continuous Kaizen activities
2. Creation and maintaining time studies of individual processes as required to determine baseline times.
3. Assist in implementing process improvements with lean manufacturing concepts reducing cycle times and increasing employee efficiencies via successful tracking and monitoring system for sustainment and progress towards KPI performance, etc. consolidating performance metrics, projects, and activities.
4. Support production in the creation and management of Standard Work Instructions
5. Utilize Continuous Improvement through Employee engagement in ideas and implementation
6. Develop metrics and dashboard measures designed to include the entire plant population in both understanding of key performance indicators and necessary actions to improve KPI's
7. Utilize improvement tools including A-3's, Ishikawa diagrams, Visual Management Boards, Daily Management Activities
8. Review and aid in development of Hoshin plans
9. Coach and support at the Center of Excellence
10. Coach weekly Problem-Solving Teams
11. Work with cell/site/value stream leaders to identify and prioritize improvement initiatives to achieve business results using best practice Process Management tools
12. Coach, Facilitate or Lead advanced improvement events including: Value Stream Mapping of complex value streams,

13. Support Production team in coaching individuals in key roles to develop proficiency by leveraging formal training, improvement events, and mentoring. Manage portfolio of certified event leads to gain organizational self sufficiency
14. Enhancing the program to world class levels through innovation and benchmarking, driving business unit and site self-sufficiency.
15. Other duties as assigned and deemed necessary to successfully fulfill the requirements of the position.

#### D. SKILL REQUIREMENTS

- Strong Project Management skills
- Proficient with Windows and MS Office Suite
- Ability to prepare and deliver effective presentations
- Strong facilitation and training skills to deliver Lean Manufacturing concepts, principles and practices.
- Must have strong team building skills and the ability to facilitate team-based initiatives.
- Excellent written and verbal communication skills, business process improvement knowledge, and ability to train others with diverse backgrounds and education levels.

#### E. EDUCATION AND EXPERIENCE REQUIREMENTS

- Degree - Prefer the Bachelor's Degree is in Mechanical Engineering or Industrial Engineering, from an accredited institution
- Minimum 2 years of experience facilitating and managing Lean Manufacturing programs
- Employees must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.
- Knowledge of TPS principles
- Experience managing 5S programs
- Prefer Lean Six Sigma Green or Black Belt certified
- Advanced project management skills