



JOB DESCRIPTION

ROLE: Continuous Improvement Specialist

SALARY AND BENEFITS: Negotiable

REPORTS TO: Continuous Improvement Manager

LOCATION: Baroda, India

PRIMARY RESPONSIBILITIES

- Lead cross functional teams in CI projects.
- Train and coach employees in Continuous Improvement (CI) techniques.
- Help to identify improvement projects.
- Coach employees as they progress CI projects.
- Coach and consult on the use of Lean tools and promotes Lean principles.
- Lead and support the adoption of Lean tools such as 6S, Visual management, Waste elimination, Morning meetings, Kaizen boards.
- Follow up to ensure CI projects are closed out on time and to a good quality.
- Problem solving – facilitating teams in Root Cause Analysis.
- Create process maps and process documentation.
- Collect and Analyse data to provide KPIs/metrics, understand problems and recommend solutions.
- Develop and perform internal audits (e.g. process, quality or 6S audits).
- Use process mapping to describe, visualise, analyse and improve flow in office processes.

SECONDARY RESPONSIBILITIES

- Organise, facilitate and supervise external auditing consulting in a managed programme.
- Conduct program reviews to assess progress against targets.
- Share Best Practice across the organisation.
- Coach managers / supervisors in Lean Leadership so that they can teach their own staff.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Exceptional communication skills, both verbal and written, problem solving and analytical skills.
- Strong leadership skills, able to learn and drive change.
- Ability to work with and influence others in a fast paced environment.
- Willing and able to learn new techniques to become a subject matter expert.
- Ideally a Lean Six Sigma Black Belt.
- Ideally experienced in auditing and with an auditing qualification.
- Good knowledge of Visio (or equivalent), Microsoft Word, Excel and PowerPoint.

Cab services available for Female candidates (Pickup & Drop).