



OUTLINE JOB DESCRIPTION

Job Title: GRADUATE PROCESS ENGINEER

Responsible to: Production Manager

Main purpose: *Optimise and standardise machine running conditions, set-ups, changeovers and other department processes. Troubleshoot and solve problems impacting capacity, quality, efficiency, delivery, environmental compliance, and safety. Perform cost analysis, identify cost savings opportunities, and plan continuous improvement projects, as well as establish and maintain metrics and key performance indicators (KPI's).*

Main tasks and duties

- Monitor, analyse and provide recommendations to enhance the manufacturing process using statistical tools, both proactively (statistical quality/process control) and reactively (troubleshooting), in regards to safety, quality, output and efficiency;
- Establish standard settings for the running of all current products, ensuring effective use of these settings by all shifts on all machines, with an effective system of updating;
- Establish and develop safe working methods for all aspects of production and assisting in training of personnel in the use of these practices;
- Maintain/create process documentation, including process flow diagrams, operating instructions, training documentation, machine specifications;
- Ensure through audit that the settings and practices above are carried out. Feedback of all findings to both the Production Manager and the relevant shifts for corrective action as necessary;
- Continuously monitor production quality levels. Feedback any necessary corrective action to the production shift/s to ensure continual improvement in line with department objectives.
- Responsibility for month end processes and ensuring timely submission of same to the Finance Department;
- Maintaining Bills of Material and ensuring these are up to date and changes are notified to the Finance Department;
- Completing all new Bills of Material to Finance Department for new products;
- Manage procurement of raw material, services and equipment;
- Preparations of various reports: daily, weekly, monthly and as required;
- Manage and maintain inventory levels with weekly, monthly checks;
- Regular updating of the Company ERP system and investigation of discrepancies;

- Work with the purchasing team to ensure efficient processes and that best practice are followed;
- Supervise the receipt and storage of materials while ensuring delivery dockets are brought to purchasing to be booked in a timely manner, and maintaining a high standard of quality;
- To operate an accurate and timely stock control system by effectively finding the root cause of transactional errors and queries.

New Machinery & Development

- Assist in co-ordinating the implementation of and commissioning of any new machinery within the department. Ensure correct and safe operation of same, before it is officially handed over to production personnel;
- Ensure any machine modifications to be carried out are justified and safe. Follow up on modifications in liaison with production personnel, the engineering department and outside contractors as necessary;
- Recommend innovate solutions to enhance production rates and maintain high end quality output;
- Responsible for the establishment and development of the processing conditions for any new products. Ensure effective industrialisation of same;
- Responsible for improvements to the current processing parameters/techniques, with a view to employing new systems/methods necessary in the efficient production of all products;
- Assist in the processing of any trials required within the department. Full feedback of the trial results are required to the Technical and Quality Assurance Departments, with required samples.

Training & Referentials

- Ensure all referential data used in the production of all products is kept up to date, and is effectively communicated to those who need to use it;
- Provide/facilitate specific training to individuals, including current "training personnel", to ensure set down methods and practices are carried out correctly and in a safe manner, within the scope of the Departmental Quality Plan and the respective work instructions.

Reporting

- Provide regular feedback to the Production Manager on all aspects of the role, as agreed with the Production Manager.

Communications

- Ensure communications are maintained at the highest possible level between management and the workforce and keep your manager advised of impending situations which could develop into more serious problems;
- Develop mutual respect with employees, by ensuring that all dealings are objective and impartial.

Health & Safety

- Through good housekeeping procedures ensure that a safe and clean working environment is kept at all times.

Administration

- Ensure that all reference materials, equipment and resources are maintained in appropriate condition;

- Ensure that all reports, studies etc. required are accurate, submitted on time and to the required standard.

General

- Ensure compliance with the company's Equal Opportunity Policy;
- Ensure all current Company policies/procedures and the Employee Handbook are adhered to.
- Any other duties as may reasonably be required.