

## JOB DESCRIPTION



<b>Job Title:</b> Process Improvement Apprentice	<b>Location:</b> Hunmanby
<b>Department:</b> Production	<b>Contract:</b> Permanent
<b>Reports To:</b> Industrial Engineer	<b>Direct Reports:</b>

### 1.0 Job Summary & Role

Apprentice position, expected to quickly become valuable team member, training to develop a broad range of skills and techniques, gaining the experience and qualifications needed to progress in this field.

To learn how to improve the production process through:

- Deployment of LEAN tools and techniques
- Monitoring all relevant KPIs to analyse the weekly production cycle.
- Actively participate in improvement projects.

### 2.0 Key Responsibilities & Main Duties

- Working as part of a team, but often using own initiative to solve problems.
- Create reports linked to machine uptime, performance, efficiency.
- Data Analysis
- Aptitude to learn AutoCAD, MS Visio, PCB Design software.
- Write simple software to harvest big data from machines.
- Create Standard Operating Procedures and work instructions for new products.
- An aptitude to develop skills in interpreting drawings and diagrams.
- Other duties as and when required to ensure the smooth running of Production.

### 3.0 Personal Specification:

- High level of skill, precision and concentration required
- Good at following instructions
- Manual and technical skills important
- Maths, IT and science relevant
- Strong team-working skills essential
- Able to demonstrate initiative and enthusiasm, and the ability to multi-task

### 4.0 Education Required and Mandatory Skills:

- At least four GCSEs (or equivalent) with English Language, Maths and Science at Grade C or above
- A positive attitude towards learning
- A genuine interest in engineering, IoT, Industry 4.0 and Continuous Improvement



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This information has been discussed and agreed with the employee:

**Job Holder**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Line Manager**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Created by	Dated Created
Tudor Baltatu, Production Manager	04/04/2021

