

POSITION DESCRIPTION

Title: Process Development Technician **Grade:** 6

Location: Elk Grove Village **Dept:** Operations

Reports To: Process Development Supervisor

Employees Supervised: 0 (Directly)

0 (Indirectly)

Other Metrics: None

POSITION PURPOSE:

Maintain Item Master, Bill of Material, Routing and associated processing data within the designated ERP system according to established processes and procedures. Provide administrative support for Process Development functions, including the extraction/analysis of system data, manufacturing order maintenance, and outside processing production transaction entry. Provide general support through-out the company concerning system data-related issues.

ESSENTIAL FUNCTIONS:

- Create and Maintain internal specifications in the ERP system that clearly define production processes and ensure product and/or customer requirements are communicated and met
- Ensure that all internal specifications are created and maintained in compliance with our Quality Management System requirements in accordance to IATF 16949 elements
- Actively communicate with all departments within MSC to insure all customer requirements are being provided to the Operations Group and Production Teams
- Actively participate in the Quality Improvement Process, which includes the review and updating of Process Development procedures, and maintaining department quality metrics and involvement with manufacturing audits
- Process ECO's (Engineering Change Orders) to update ERP system data in accordance with established policies and procedures. Perform data analysis to assess the accuracy of existing ERP database elements; submit ECO's to updated ERP system data in accordance with established policies and procedures
- Create HFI/Claim reprocess manufacturing orders. Assist in the maintenance of manufacturing orders to utilize non-standard materials/processes. Update routings daily to ensure proper packaging specifications are contained in slit manufacturing orders
- Participate in meetings that support the Process Development function, including pre-trial and technical review meetings

NON-ESSENTIAL FUNCTIONS:

- Perform special projects as directed by the Process Development Supervisor, not directly related to normal job duties
- Perform clerical and administrative duties (as directed by the Process Development Supervisor) which promote greater department efficiency
- Maintain a safety awareness outlook in the work place. Maintain a work area conducive to efficient department workflow

POSITION REQUIREMENTS:

- Minimum of High School diploma - 2+ years of college level instruction is preferred
- 3+ years' experience in a manufacturing environment preferably in paint technology or coil coating environment
- Experience navigating ERP type systems
- Must be able to work independently and in teams
- Sufficient data entry abilities, with a strong knowledge of Windows-based applications (e.g. Word, Excel, etc.)
- Must be a quality conscious individual, possessing excellent organizational and communication skills

Prepared by: _____ **Date:** _____

Direct Supervisor/Manager: _____

Employee: _____

Multiple Incumbents:

Next Level Supervisor/Manager: _____

Human Resources: _____