

CAREER POSTING

Job Title: Continuous Improvement Coordinator

Job Summary

We are seeking an ambitious individual who will be responsible for implementing continuous improvement projects across the organization. This individual will work closely with the Continuous Improvement Manager to further the company's goal of pursuit of operational excellence.

Core Duties and Responsibilities

- ❖ To identify and deliver service improvement initiatives across the business through employing process improvement methodologies and the application of innovative thinking.
- ❖ To assist in the development and implementation of a 'best-in-class' continuous improvement program.
- ❖ To conduct regular audits of both current processes and newly implemented processes across the organization.
- ❖ Implement plans and train staff on new procedures.
- ❖ To support the delivery of better value and greater efficiency through CI methodologies and initiatives.
- ❖ Part of the Knowledge Database team responsible for documenting processes throughout the organization in a clear and concise format according to the established guidelines.
- ❖ Available for occasional short-term projects and task forces according to the needs of the organization.

Competencies

- ❖ Great personal skills to be able to communicate and motivate teams when implementing new procedures.
- ❖ Problem analysis and problem resolution at a functional level.
- ❖ A team player who is able to take the strategies and initiatives from the "coach" and not only execute but also bring other teammates on board.
- ❖ Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of stakeholders.
- ❖ Strong analytical and project management skills including the ability to interpret data.
- ❖ Personal time management mastery, including ability to schedule time to meet deadlines.

Requirements and Qualifications

- ❖ A strong ambition for improvement and taking initiative for given responsibilities.
- ❖ Proven analysis and presentation skills including use of common tools such as Google Suite or Microsoft Suite.

Ideal Fit

This position does not require experience in continuous improvement. Individuals who are great problem solvers, analytical, ambitious and studious can thrive in this position.



Other careers that would have similar skills sets include:

- ❖ Administrative Assistant
- ❖ Accountants
- ❖ Data Analyst
- ❖ Executive Assistant
- ❖ Manufacturing Engineer
- ❖ Industrial Engineer
- ❖ Operations Coordinator
- ❖ Operations Specialist
- ❖ Production Analyst
- ❖ Production Associate
- ❖ Project Manager
- ❖ Quality Assurance Coordinator
- ❖ Quality Control Inspector
- ❖ Quality Technician
- ❖ System Integrations Specialist

Additional Assets (preferred, but not required):

- ❖ Continuous Improvement credentials
- ❖ Post-secondary education with relatable skills
- ❖ Previous experience in a manufacturing environment

Work Environment

- ❖ Will be required to work in the office and on the shop floor as duties require.

Compensation:

- ❖ Salaried position ranging from 50k- 65k based on experience
- ❖ Benefits
- ❖ Inclusion in company bonus policy
- ❖ Paid Vacation

Please send your resume to: hr@columbiacabinets.com