



## Lean Coordinator

### **Job Description:**

Work with Production to streamline the manufacturing process. The Lean position is a hands-on position responsible for the planning, development and implementation of effective lean principles. Requires excellent communication skills to promote continuous improvement, flow and the reduction of waste through training. This is a hands-on position that will require some building skills to create the physical infrastructure required to improve production efficiencies.

### **Minimum Qualifications include:**

- Must have 2+ years of experience in Lean implementation and techniques
- Experience and knowledge of Lean implementation tools
- Must have excellent interpersonal skills
- Ability to follow policy and procedure
- Physically capable of creating shop aids and shop setup

### **Lean Duties are as follows:**

- Develop and implement organized production areas
- Create tables, racks, shadow boards as needed – comfortable with the use of small tool operation
- Train and coach TPS principles- Implement team building exercises
- Improve production flow and organization by implementing 5's techniques

### **Minimum Requirements:**

- Possess strong communication, writing, organization, and leadership skills
- Team player; must be professional and work well with others
- Ability to handle pressure in a fast-paced environment
- Proficient in Microsoft Office; Excel, Word, and PowerPoint
- Well read on Lean Manufacturing techniques and ideas

### **Benefits:**

- Employer-Paid Medical, Dental, Life Insurance for Employee
- 7 Paid Holidays & 3 weeks' vacation to start
- Retirement Plan-3% Employer Matching
- Typical business hours: M-F Start time is negotiable.

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**Pay range \$25-\$35/hr**

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