

Director of Lean Six Sigma

POSITION SUMMARY:

The Director of Lean Six Sigma will plan, coordinate, lead, and control all activities related to the department. The position will partner with organizational leaders to support, lead, and drive cross functional projects and business critical initiatives that have a strategic or global business impact utilizing Lean/Six Sigma tools and methodologies. This position reports to the General Manager.

POSITION DUTIES AND RESPONSIBILITIES:

- Develop and implement a company-wide Lean Six Sigma program with emphasis on supply chain management and laboratory manufacturing
- Support and coach all departments towards lean improvements including: Strategic Alliances, Sales and Marketing, Finance, Lab Operations
- Provide mentorship to project teams and department managers for application and management of lean tools and methods; Create tools for empowering employee use of lean techniques (e.g. worksheets and forms for meeting protocols, checklists for Kaizen, etc)
- Serve as architect for continuous improvement infrastructure to the organization and as a change agent for driving culture.
- Maintain and update Future State Value Stream Map, including achievement plans; Ensure currency and relevance of proposed VSM and update as necessary
- Manage the development and execution of lean improvement projects across corporate groups; Includes the implementation of a robust project review process; Responsible for the successful completion of these projects
- Provide enabling “technologies” for the program including training programs and workshop facilitation; feedback and meeting protocols; progress reporting, troubleshooting techniques and checklists as needed
- Assist employees in identifying and prioritizing opportunities to improve productivity throughout the business; Work with leadership team and department managers to select improvement areas and build a robust improvement strategy.
- Develop and maintain a project pipeline for the departments being supported; Regularly update project pipeline to maintain alignment with priorities
- Serve as the Lean/Six Sigma technical expert and build organizational sustainability of process improvement knowledge and strategies
- Develop, maintain and ensure compliance with procedures and metrics that impact process improvement throughout the organization.
- Report progress against objectives to a Lean Steering Committee; including delivery of performance metrics
- Develop and maintain appropriate relationships with all customers (external/internal) to facilitate the successful accomplishment of business objectives.
- Achieve a strong business culture of Continuous Improvement
- Other duties as assigned.

MINIMUM EXPERIENCE AND/OR EDUCATION REQUIRED:

- B.S. or B.A.; Preference for those in Life Sciences
- Direct experience in lean manufacturing with a proven track record for success in managing projects

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- Proficiency with Lean/Six Sigma tools and methodologies acquired through formal training and/or direct work experience
- Process Oriented – Experience in, or working with process mapping, value mapping, and process analysis
- Proficiency in MS Office software programs (Access, Excel, Word, IE, Outlook)
- Minimum of 3 - 5 years experience as a project or process manager
- Minimum of 2 years experience utilizing formal process improvement tools and methodologies in a project manager capacity
- Performance improvement and change management experience
- Extensive training, coaching and mentoring experience
- Significant experience in use of metrics and benchmarks to drive process improvement
- Strong analytical skills including the ability to assess complex situations and data, and reduce important and actionable tactics

PERSONAL ATTRIBUTES:

- Excellent written and verbal communication skills
- Goal oriented and results driven
- Interpersonal skills
- Organizational skills and attention to detail
- Problem solving skills
- Ability to interact with multiple layers of the organization with demonstrated success initiating change and ability to influence at all levels

PHYSICAL DEMANDS:

- Position requires desk work for 2-3 hours per day

WORKING CONDITIONS:

- Occasionally required to work evenings and weekends
- Occasional travel may be required
- May be required to handle human tissues and fluids
- Pleasant working environment

RESPONSIBILITY FOR THE WORK OF OTHERS:

(Please check only one as appropriate)

1. **None**
2. Supervisory responsibility if this job has hiring and firing authority; formally appraises performance, coaches/counsels employees; takes necessary disciplinary actions; and determines method in which work is performed.
3. Work leadership responsibility if on a regular and recurring basis, this job assigns day-to-day work to others; checks their work; eliminates ordinary work difficulties they may encounter; and maintain their work flow; but does not have full supervisory responsibility as described above.

Please send your resume and cover letter including current remuneration to: hr@asterand.com.