



## **JOB DESCRIPTION – INDUSTRIAL ENGINEER**

### **Position Overview:**

Role will serve as an active participant in ongoing continuous improvement projects with a focus on progress reporting, tracking and executive report generation. Position will work closely with project leaders in identifying, mapping and capturing key performance and workflow metrics that will portray the impact of each continuous improvement initiative. Data analysis, report design and executive presentation development are key responsibilities. Participating in the design and delivery of select process improvement training modules will provide an opportunity to support the execution of important new initiatives and serve as a change agent.

### **Key Responsibilities:**

- Develop high impact progress reporting formats with an objective of educating executive level audiences.
- Participate in ongoing project team meetings to contribute ideas and capture and report on team action steps.
- Conduct analytical assignments in the assessment of cause-and-effect data for report out to project teams, as needed.
- Participate in process improvement events with a goal of contributing ideas in a group setting.
- Train production and Supply Chain team members on new processes.
- Prepare sophisticated spreadsheets and presentations that capture and communicate relevant project data to an executive level audience.
- Monitor and develop reporting for key performance data to track progress over sustained periods of time upon completion of continuous improvement projects.
- Participate in brainstorming and problem-solving meetings with select team members from across the organization.
- Work independently in managing the data capture and analysis requirements for multiple projects at any given time.

### **About the Company...**

For 25 years, CoreCentric has been shaping how remanufacturing, repair and recycling of electrical and mechanical parts gets done. Further, we have innovative solutions for blue chip consumer product manufacturers in handling their product returns – all in an effort to support a circular economy by extending the life of products and keeping them out of landfills. Because when things work better, we help our planet last longer.

### **Requirements:**

- Bachelor's Degree in Operations Management or Industrial Engineering
- A minimum of one year of experience in a full-time continuous improvement role within an industrial setting is strongly preferred.
- Advanced Microsoft Office suite proficiency level.
- Excellent interpersonal and organizational skills.