



CAREER OPPORTUNITY

JOB TITLE	Process Improvement Engineer
COMPANY	UPP
DEPARTMENT	SHEQ
EMPLOYMENT TYPE	Permanent
PURPOSE OF THIS POSITION	
<p>The Process Engineer is responsible for identifying and developing procedural changes using engineering techniques while ensuring that the Group's SHEQ Management System is adhered to and continuously improved upon. The incumbent will execute improvement processes, perform root cause analysis, resolve operational variances, conduct trend analysis and create detailed reports relating to improvement. The Process Engineer will regularly conduct quality assurance reviews and ensure compliance with industry and company standards in all tasks. This includes reviewing the qualifications of potential suppliers, coordinating quality initiatives, training employees, and representing their department at internal and external meetings.</p>	
JOB TASKS AND RESPONSIBILITIES	
<p>Continuous Improvement</p> <ul style="list-style-type: none"> – Provide insightful weekly and monthly reports to management. – Lead and facilitate 6S activities and ensure long-term sustainability. – Non-Conformance reporting on internal SHEQ issues. – Drive Corrective Action Reporting and implementation of findings. – Implementation & Management of ISO 9001:2015 standards. – Communication with customers and internal departments regarding rejections, preventive and corrective actions related to customer complaints. – Follow-up of customer complaints, discuss within multifunctional teams and report/act on accordingly. – Preparation of SHEQ documentation related to projects and trials. – Identify new processes and improvement opportunities in the areas of quality, cost, performance, and preventative maintenance. – Develop and implement work instructions, one-point lessons and procedures. – Conduct tracking exercises. 	



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- Perform other such duties as may be required.

OHS Compliance

- Routine and non-routine health and safety audits.
- Participate in incident investigations and ensure corrective action is completed.
- Drive behavioural based safety.
- Ensure company enforcement with health and safety policies and procedures.
- Identify safety violations and implement corrective actions.
- Perform other such duties as may be required.

Quality Standards

- Conduct Quality Inspections.
- Communicate with colleagues to maintain and improve SHEQ standards.
- Conduct routine and non-routine audits.
- Participate in product trials, recording and reporting.
- Continuous evaluation of equipment and processes to ensure both efficiency and quality remain high.
- Perform other such duties as may be required.

Training

- Conduct classroom-based training with employees in quality, safety and any other processes as required.
- Conduct informal training with employees on issue-based findings.
- Train employees on one-point lessons, process revision and continuous improvement standards.
- Support work teams to teach and expand the basic knowledge of Lean Manufacturing and Continuous Improvement philosophy.
- Perform other such duties as may be required.

EDUCATIONAL REQUIREMENTS

- Minimum Qualifications: Matric & BTech Engineering or related qualification
- 2-5 years' experience in a manufacturing environment
- ISO 9001:2015 awareness and implementation training would be advantageous.

REQUIREMENTS - EXPERIENCE

- Knowledge on OHS Act and its regulations.



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- Knowledge of ISO implementation
- Must have entrepreneurial capabilities – striving to continuously improve processes/methods and find new ways/best practices aligned to scope of responsibility.
- Ability to take full responsibility and accountability as per scope of work.
- Must be a systematic along with strong analytical abilities.
- Must be highly goal orientated and conscientious individual who takes pride in his/her work.
- Excellent verbal, written communication, and presentation skills
- Excellent computer skills
- Excellent planning, organizational and time management skills
- Ability to deal with internal and external stakeholders.
- The ability to perform independently.
- The ability to perform a variety of tasks simultaneously.
- Knowledge on manufacturing processes and procedures
- Knowledge on quality management systems
- Ability to handle and resolve conflict.
- Excellent people skills and the ability to manage key relationships.

APPLICATION FOR THIS POSITION

- Submit your CV to Shamiel Narrandes at snarrandes@upap.co.za
- **Proof of qualifications must accompany the application.**