

JOB TITLE	Industrial Engineer
COMPANY	Universal Paper and Plastics
DEPARTMENT	Quality
PURPOSE OF THIS POSITION	
<p>The Industrial Engineer is responsible for identifying and developing procedural changes using engineering techniques while ensuring that the Group's SHEQ Management System is being adhered to and continuously improved. The incumbent will execute improvement processes, perform root cause analysis, resolve operational variances, conduct trend analysis and create detailed reports about improvement issues. The Industrial Engineer must conduct regular 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 & RESPONSIBILITIES	
Continuous Improvement <ul style="list-style-type: none"> – Provide insightful weekly and monthly quality reports to management. – Lead and facilitate 6S activities and ensure long-term sustainability. – Non-Conformance reporting on all internal SHEQ issues. – Drive Corrective Action Reporting and implementation of findings. – Support of the visual factory inclusive of communication tools, monitoring of product flow, ongoing review of progress to set targets. – Implementation & Management of ISO 9001:2015 standards. – Communication with customers and internal departments regarding rejections, preventive and corrective actions related to customers complaints. – Follow-up of customer complaints, discuss within the multifunctional teams and report/act accordingly. – Responsible for preparation of all quality documentation related to projects. – Work with management to identify new process improvement opportunities in the areas of quality, cost, performance, and preventive and predictive maintenance. – Prepare product and process reports by collecting, analyzing, and summarizing information and trends. – Develop and implement manufacturing documentation and other operator instructions. – Evaluate and analyze current process metrics and performance to identify areas requiring improvements. – Innovate ideas and suggestions to improve processes. – Ensure shift report information is correct. – Conduct tracking exercises. – Innovate ways to reduce costs across all departments. – Perform other such duties as may be required. 	OHS Compliance <ul style="list-style-type: none"> – Routine and non-routine health and safety audits. – Participate in incident investigations and ensure corrective actions are followed up on and completed. – Drive behavioural based safety. – Ensure company enforcement with health and safety policies and procedures. – Identify safety violations and implement corrective actions. – Drive the continuous improvement of housekeeping standards across the UP Group. – Perform other such duties as may be required. Quality Standards <ul style="list-style-type: none"> – Communicate with colleagues to maintain and improve the SHEQ standards. – Conduct daily observations and internal audits. – Drive continuous improvement of quality standards. – Conduct routine and non-routine audits. – Participate in product trials, recording and reporting. – Monitoring and managing of products returned from customers. – Calibration planning and management. – Assisting internal departments troubleshooting in the event of a problem. – Continuous evaluation of equipment and processes to ensure both efficiency and quality remain high. – Implement measures to reduce the number of customer complaints. – Perform other such duties as may be required. Waste <ul style="list-style-type: none"> – Implement measures to reduce waste and scrap. – Ensure company compliance with environmental legislature. – 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. This includes the auditing, training and administering of programs such as IDEAS, 6S and RCA's.
- Perform other such duties as may be required.

KNOWLEDGE AND SKILLS REQUIRED

1. Knowledge on OHS Act and its regulations.
2. Knowledge of ISO implementation
3. Must have entrepreneurial capabilities – striving to continuously improve processes/methods and find new ways/best practices aligned to scope of responsibility.
4. Ability to take full responsibility and accountability as per scope of work.
5. Must be a systematic along with strong analytical abilities.
6. Must be highly goal orientated and conscientious individual who takes pride in his/her work.
7. Excellent verbal, written communication, and presentation skills
8. Excellent computer skills
9. Excellent planning, organizational and time management skills
10. Ability to deal with internal and external stakeholders.
11. The ability to perform independently.
12. The ability to perform a variety of tasks simultaneously.
13. Knowledge on manufacturing processes and procedures
14. Knowledge on quality management systems
15. Ability to handle and resolve conflict.
16. Excellent people skills and the ability to manage key relationships.
17. Ability to work under pressure and to maintain required standards.
18. The incumbent may be required to work overtime as and when required as per operational requirements - this may include ad hoc night shifts.
19. Incumbent may be required to perform other reasonable duties as and when required.
20. The ability to manoeuvre and perform a variety of tasks simultaneously.

MINIMUM REQUIREMENTS

1. Matric
2. Industrial engineering qualification
3. 2 years' experience in a manufacturing environment
4. ISO 9001:2015 awareness and implementation training would be advantageous.

APPLICATION

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