

Process Control Coordinator Job Description

Responsibilities:

- Process Design and Establishment of new Product and Technology(design/check, set up, Try-Out, Approval)
- Quality Standard Document Write and check(PFMAE, CP, Wrok Standrd Document)
- Prepare and respond to customer-approved tasks (IATF 16949 certification, PPAP, etc.)
- Tact time measurement, analysis and improvement
- Worker Training, placing, evaluation
- Productivity Analysis and Improvement.
- Quality Problem Analysis and Improvement
- Machine Management and development
- Analyze and improve the causes of Machine problems
- Utility Management
- Maintaining and creating MES and SAP System for Production Assembly Line
- Training, counseling and coaching team members.

Requirements:

- Ideally 5 years plus experience in a similar role(Preferential for the Similar industry experience)
- Bachelor's degree in Mechanical, Electronic and Electrical engineering.
- Experience in QMS(IATF 16949 etc.) Certification
- Experience in ERP(SAP etc.) System
- Ability to give presentations.
- Computer Skill
 - MS Office
 - Auto CAD
 - PLC.
- Fluency in English, Preferential for Korean speakers
- Personal characteristics
 - Hardworking, dutiful, resourceful, activity, responsible person
 - As a team leader must have the ability to harmonize organization