Job Description:

What you will love about the company:

- Global, innovative, industry leader
- #70 on Fortune’s most admired companies list
- Embraces diversity
- Growth opportunities abound – we are a leading employer in Milwaukee
- Fast paced, evolving company, always learning, always adapting
- Sustainability focused
- Great benefits; including Healthcare related wellness discounts, great 401k match, vacation, sick time, floating holidays and national holidays

What you will love about the opportunity:

- **Variety** – Opportunity to lead projects, improve processes, actively engage in many aspects of Manufacturing Excellence, the company and community
- **Exposure** – Visibility and involvement in a host of different programs, projects, systems, processes and senior leadership of the company.
- **Growth** – Many possibilities here, we are looking for someone who is seeking career growth within the Manufacturing Excellence area and/or the company.

Sök detta jobb

Hitta den lediga tjänsten online och ansök med personlig brev och CV

🔗 careers@graduateland.com   📧 https://mycareer.lu.se/sv/j/4XMj_
Manufacturing Excellence Specialist

- **People** – Learn from the best - fast paced team of knowledgeable and highly competent professionals covering every aspect of Manufacturing Excellence

**Primary Purpose**

- Under the direction of the VP Manufacturing Excellence provides project, analytical/reporting, and communication support to the Manufacturing Excellence team
- Responsible in partnership with other ME team members for ongoing sustainment projects of the Johnson Controls Manufacturing System (JCMS)
- Applies initiative and independent judgements, as well as a thorough knowledge of company policies, practices, and organization

**Primary Responsibilities:**

- Maintains and administers to the Manufacturing Excellence Share Point operations environment including but not limited to writing stories and articles on behalf of the ME team
- Develops and manages to communication plans and communication vehicles to reach audiences in an effective and simple way
- Responsible for leveraging social media and search engine techniques to boost the online presence and brand identity of ME and JCMS
- Responsible for creating and coordinating the creation of
appropriate collateral materials and presentations for projects or meetings
• Manages key ME projects, and systems and devise ways to streamline processes
• Prepares and interprets flowcharts, and step-by-step action plans
• Responsible of producing and interpreting reports
• Ensures the smooth and adequate flow of information within the department/company to facilitate other business operations
• Monitors costs and expenses to assist in budget preparation
• Identifies and implements opportunities for improvement in quality and efficiency.

Job Qualifications:

Qualifications

• Bachelor’s Degree in Business Administration or relative field
• Minimum of 2+ years of work experience
• Two years’ work experience in project management is desirable
• Proficient in project management responsibilities
• Demonstrated skill working cross culturally
• Strong verbal and written communication skills and excellent interpersonal skills in working with all levels of the company
Experience in project management, from conception to delivery, PMP / PRINCE2 certification is a plus
- Proficient in MS Office and Share Point (Excel, PowerPoint, Word) and understanding of other database applications
- Advanced excel, specifically: Advanced Formulas, Tables & Formatting; How to structure & present data, Conditional Formatting, Advanced Charting, Pivot tables & Reporting, Macros and connectivity to other Microsoft apps
- Superior organizational and multitasking abilities
- A team player with leadership skills
- Working knowledge of Social Media, search engines, and blogging

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US - WI - Milwaukee