



Process Specialist

Office Furniture Remanufacturing Company

Rype Office, a rapidly growing and award-winning office furniture remanufacturer based in the UK, is seeking a full-time Process Specialist to help us to develop and improve our remanufacturing and project delivery processes.

This is an exciting role at the forefront of the Circular Economy – leading the office furniture industry into a more sustainable era through the creation of new and efficient remanufacturing processes that can be rolled out across multiple sites and internationally as the business grows.

Your principal duty will involve working collaboratively with all areas of the business to review, develop, document, implement, and continuously improve processes across the organisation.

We have a great team of talented staff who are very good at their jobs who respect and support each other, and you will become part of this supportive team.

Location:

The role will be based primarily at Rype Office's premises at High Wycombe which will include off-site activities at head office in West London and occasionally at client sites.

Salary:

Competitive and dependent on experience.

Position:

This is an exciting opportunity for someone who wants variety of work, enjoys optimising business functions, is a good team player and is also able to work independently, enjoys problem solving, and, most of all, takes pride in their work.

Our Remanufacturing facility is a new developing site. As the business grows there will be opportunity for the candidate to grow and expand their skill set, creating further career opportunities.

We are looking for an energetic, hands-on person with good attention to detail.

Key Responsibilities:

- Support a change management culture by reviewing, developing, documenting and where appropriate, implementing improvements to established processes.
- Produce standardised process documentation for all areas of the organisation. Some of these processes will be translated into video format, for easy use and access by operatives.
- Organise and lead process workshops to understand business and technical needs required to support process documentation and improvement opportunities

- Look for improvement opportunities in all aspects of our business.

To be chosen for this role, you will be reliable and hardworking, with a flexible can-do attitude. And share our interest in recycling and reducing waste.

Required skills and qualifications:

- Experience of Gemba and process interrogation
- Strong communication and presentation skills
- Experience of Process Mapping and Value Stream Mapping
- Experience of producing detailed, high quality process documentation
- Experience of waste elimination and continuous improvement
- Problem solving skills with use of RCA tools such as 8D, 5WHY, ISHIKAWA, PFMEA's
- Experience from Automotive, Aerospace, Defence, Pharmaceutical or similar industries

Essential:

- Relevant qualification in a Scientific, Quality, Engineering, or similar discipline
- Proven industry experience working with process improvements and documentation
- Proficiency in MS Office (Excel, Project, PowerPoint, Word)
- Effective communication (both oral and written) skills with demonstrated ability to present ideas
- Demonstratable team working skills across different functions & levels
- Self-motivated individual
- Right first time approach
- Ability to work calmly under pressure
- Eligible to work in the UK
- UK driver's licence
- Able to work varied hours, which may include occasional travel off-site

Desirable:

- QMS knowledge
- Production Planning Knowledge
- Experience directing and overseeing the production of process videos

To Apply:

Send your application, comprising a cover note explaining why you are suitable for this role and your CV, to Georgette at brent.works@brent.gov.uk.