



Process Specialist

Office Furniture Remanufacturing Company

Rype Office is a rapidly growing and award-winning office furniture remanufacturer servicing all of Britain. We are 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.

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 and occasionally at client sites.

Remuneration:

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:

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.

Specific responsibilities include:

- 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.

Essential skills, experience and qualifications:

- Experience in process interrogation
- Experience of Process Mapping
- Experience of producing detailed, high quality process documentation
- Experience of waste elimination and continuous improvement
- 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
- Eligible to work in the UK

Desirable skills, experience and qualifications (but not essential):

- QMS knowledge, including CAPA (Corrective action, Preventive action)
- Experience in Value Stream Mapping
- Experience of Gemba
- Data Capture
- Video recording and editing
- Relevant experience from any of these Eg: Automotive, Aerospace, Defence, Pharmaceutical or similar industries
- Relevant qualification in any one of these Eg: Scientific, Quality, Engineering or similar experience

The successful candidate will be:

- Self-motivated and well-organised.
- Caring and respectful of the environment.
- Focused on quality & have an eye for detail.
- Having the right first time approach
- Able to work calmly under pressure
- Able to work varied hours, which may include occasional travel off-site

To Apply:

Send your application, comprising a CV and a cover letter sharing with us your experience and why you are the best candidate for this role to Edna at jobs@rypeoffice.com.

We look forward to hearing from you.