



JOB TITLE: Continuous Improvement Manager

REPORTS TO: VP of Operations

SCHEDULE: Office hours; 7a-4p

FLSA JOB STATUS: Exempt

JOB SUMMARY:

Analyze current practices and develop business process improvements as well as implement changes in workflows, structures, and teams to ensure continuous company improvement

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Analyze Company process and procedure
- Develop process enhancement strategies
- Investigate shortfalls, issues and complaints in current business processes
- Establish norms and standards of Company performance
- Monitor staff performance and organizational processes
- Collaborating with other stakeholders to enhance productivity and efficiency
- Training, mentoring, and guiding team members in new processes
- Staying up to date with developments in management and process optimization

JOB QUALIFICATIONS:

- Strategic and analytical mindset
- Excellent communication and presentation skills
- Dynamic thinking and problem solving abilities
- Leadership and mentoring skills
- Leader in organizational change

EDUCATION AND EXPERIENCE:

- Bachelor's degree in business administration, process management, engineering, or operations
- Five years' experience in process optimization, operations, or business management

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk
- Must be able to lift up to 15 pounds at times

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