

Job Description

Job title:	Process Engineer
Reporting to:	Director of Operations EMEA
Direct reports:	None
Division:	EMEA Operations

Purpose of job

The overall goal of this role is to optimize / enable efficiencies relating to physical processes in Operations across EMEA. Review and analyse Operations physical processes within EMEA, capture process flows and identify inefficiencies. Provide technical leadership and project planning for continuous improvement projects within Operations. Design processes, tools or systems that reflect knowledge of lean principles. Key technical contributor in major process development projects or significant new applications of known processes or system technologies. Determines and organizes long range program/project objectives, develops new designs, inventions or techniques for diverse Operations activities and serves as the system, process and equipment expert for physical processes and activities across EMEA.

Key duties and responsibilities

- Review and analyse processes, capture as-is process flows and highlight inefficiencies
- Sets up and captures time study elements
- Performs statistical analysis and cost estimates
- Provides analysis and input on physical layout design of workspaces for maximum flexibility and productivity, ensuring demand requirements are met
- Analyse, design and implement ergonomics within Operations to enhance productivity, reduce fatigue and ensure a safe work environment
- Mock-up and test new processes and/or equipment including development of designed experiments for process and quality improvements
- Applies statistical methods to estimate future department needs and analyse product/process performance
- Identifies and resolves defects using proper engineering tools and techniques
- Estimate level of effort for a task and applies a sense of urgency, commitment and focus on the right priorities in developing solutions in a timely fashion.
- Analyses data to determine quality trends, finds technical root causes and implement corrective actions for given problems
- Communicates status of work clearly to key stakeholders
- Thoroughly documents work in an organized manner
- Works collaboratively and professionally in a team environment and shares information and ideas freely with other Garmin associates to achieve goals
- Independently determines general approach and specific solutions to technical problems; works proactive and effectively with minimal supervision
- Demonstrates good judgment in setting schedules/risk taking
- Offers many suggestions to improve processes and authors new procedures as appropriate
- Provides reliable solutions to a wide range of difficult problems using sound problem solving techniques
- Accepts and acts on constructive criticism
- Understands Garmin's Mission Statement & Quality Policy

Other Responsibilities:

- Openness and flexibility to jumping into other tasks outside the core role defined above as required.
- Frequent travel and contact with each of the EMEA office in support of the above key duties and responsibilities.

Education and experience

- Bachelor of Science in Industrial Engineering, Process Engineering, or another related engineering discipline from a college or university, **OR** an equivalent combination of education and experience
- Extensive experience of Garmin's and / or a similar Distribution Supply Chain landscape.
- Demonstrated strong and effective verbal, written, and interpersonal communication skills.
- Demonstrated capability for applying industry standards and procedures to develop, implement, and document operational processes.
- Ability to learn how to use and apply engineering tools
- Must demonstrate the capability to perform basic troubleshooting & debugging
- Demonstrates understanding of lean tools and methods
- Ability to positively engage, listen, and motivate.
- A team player; committed, persuasive, enthusiastic and resilient.
- Flexible approach to working hours.

Skills

Competency	Level	Descriptor
WORKING WITH DATA & INFORMATION Gathering & analysing information	3	Checks and analyses information Establishes accuracy and relevance of information Extracts key patterns and trends from information. Identifies links between different sets of information. Simplifies information for interpretation and presentation.
Decision making	3	Ensure that decisions are made Seeks buy-in for decisions where appropriate. Makes unpopular decisions when required. Takes responsibility for making decisions where necessary to move forward
WORKING WITH PEOPLE Managing relationships & Networking	3	Develops relationships Takes account of the impact of own role on the needs of both internal and external contacts Maintains regular two-way communication with both internal and external contacts Identifies and nurtures relationships that contribute to the business
Teamworking, Coaching & Guiding	2	Is an active team member Encourages colleagues to contribute in teams Listens and gives credit to contributions which others make in teams Shares learning and information with colleagues
Communicating, Influencing & Networking	3	Influences the thinking of others Presents relevant and well-reasoned arguments. Presents own points of view with conviction. Adapts and develops arguments to achieve results desired.

ACHIEVING RESULTS Planning & organising	3	Plans to meet departmental objectives Accurately estimates resources to achieve plans Builds alternative actions into plans to deal with likely contingencies Communicates plans to relevant people
Deadline Management	2	Takes responsibility for tasks Takes responsibility to ensure commitments are met Regularly reviews progress of tasks Keeps people informed of progress on key tasks Evaluates completed tasks
Objective setting	3	Takes responsibility for tasks Takes responsibility to ensure commitments are met Regularly reviews progress of tasks Keeps people informed of progress on key tasks Evaluates completed tasks
DEVELOPING THE BUSINESS Generating & building on new ideas	3	Develops ideas into solutions Develops new processes or practices to accommodate new ideas Assesses feasibility of ideas for the business. Promotes leading ideas with energy and enthusiasm.
Personal development	3	Develops Others Agrees and implements SMART development action plans. Seeks and gives constructive feedback. Provides support for individuals when putting learning into practice. Regularly reviews progress on development
CORPORATE COMPETENCIES Customer Focused	3	Proactively exceeds customer requirements Exceeds customer requirements by proactively addressing their needs Keeps management informed of changes in customer requirements
Innovative	4	Applies new solutions Identifies new and leading edge solutions and applies them to the existing environment Highlights additional customer requirements and implements innovative solutions
Flexible	3	Seeks flexible options for colleagues and customers Thinks broadly and applies solutions to a wide range of situations
Co-operative	3	Co-operates with colleagues across the business Works co-operatively with colleagues both within their department and within the group. Actions opportunities where colleagues and customers will benefit from alternative approaches
Integrity	3	Demonstrates integrity across the business Identifies and promotes opportunities that will be of benefit to both the company and the customers Ensures that the company is represented to customers and suppliers in an ethical manner

Signed
(Employee)

Signed
(Manager)

Dated