

General information / Position in the organization			
Job Title	Continuous Improvement / implementation Manager	Version	Rev.1
		Date	2/1/19
		Job Code	T-WOM-02
Location	NewCold – Burley Site		
Department	Burley – Warehouse & Operations		
Reports to	Site Manager		
Direct Reports	N/A		
Team Members	Finance & HR Manager, QESH Coordinator, Customer Service & Stock Manager, IT – WMS Super User		

Introduction
<p>NewCold: NewCold is a service provider in cold chain logistics with a focus on the development and operation of large, highly automated cold stores. NewCold strives to be a crucial partner in the cold chain of leading food companies by offering advanced logistic services worldwide.</p> <p>We use latest technology that empowers our people to handle food responsibly and guarantee food safety in a sustainable way. We challenge the industry, believe in long-term partnerships, and deliver solid investment opportunities that enable next generation logistic solutions.</p> <p>NewCold Burley: NewCold Burley is NewCold's second automated cold storage facility in the USA. It will be operated to support the production and supply chain activities of leading food processors in the region, among which is McCain Foods. The empowered NewCold Burley operations team is responsible to safely operate and maintain the state of the art coldstore and to provide excellent logistics services to our customers.</p>

Job Purpose / Job context
<ul style="list-style-type: none"> To effectively manage the warehouse team on site and provide a level of service in line with customer requirements, at a level of cost agreed in the budget. To create and develop a professional culture on site, in line with our values and ensure that a positive attitude to Health & Safety is embedded within the team on site.

Key Result Areas	Responsibilities and Accountabilities
Business objectives	<p><i>Responsibilities</i></p> <ul style="list-style-type: none"> Identify and create Standard Processes throughout the organization. Lead process improvement workshops and improvement projects to drive business results across the organization. Partner with all functions to define process capabilities, assess gaps and develop gap closure plans. Plan and facilitate kaizen activities/events across the designated region. Plan, coordinate, and teach Lean tools to employees in the designated region. Create communication and manage process for Continuous Improvement projects for specific site, including producing project updates. Assist the site in the implementation of new customers, according to planning and budget Translates contract requirements of the customer into profitable operational solutions

	<p><i>Special Skills and Abilities</i></p> <ul style="list-style-type: none"> • Identify and create Standard Processes throughout the organization. • Lead process improvement workshops and improvement projects to drive business results across the organization. • Partner with all functions to define process capabilities, assess gaps and develop gap closure plans. • Plan and facilitate kaizen activities/events across the designated region. • Plan, coordinate, and teach Lean tools to employees in the designated region. • Create communication and manage process for Continuous Improvement projects for specific site, including producing project updates. • Assist the site in the implementation of new customers, according to planning and budget • Translates contract requirements of the customer into profitable operational solutions <p><i>Core tasks</i></p> <ul style="list-style-type: none"> • <i>Complete local KPI templates and share information internally, engaging the local team to search for improvement opportunities</i> • <i>Closely monitor and control all expenditure, but with a real focus on payroll costs. React quickly to adverse variances</i> • <i>Communication structure on site to include daily team briefs and shift handover</i> • <i>Regular and agreed meeting agenda with shifts and local management team</i> • <i>Regular checks on cleanliness and housekeeping to ensure compliance.</i> • <i>Communicate with relevant parties any deviation from process, quality issues, and service issues, or risk of failure in these areas</i> • <i>Complete agreed internal reporting and communication as required by Site Manager</i> <p><i>Additional tasks</i></p> <ul style="list-style-type: none"> • <i>Assisting the operation as required by the site, including:</i> <ul style="list-style-type: none"> • <i>Support Business Development initiatives as and when required</i> • <i>Share best practice and standards with colleagues in other Newcold sites, and join collaborative projects</i> • <i>Continually look to opportunities for improvement</i>
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Quantitative information/ Scope of the job / Degree of supervision / Authorization levels

Performance Monitors

- *Internal KPIs*
- *Customer Service Measures vs. Contract*
- *Operational KPI tracker*
- *Annual Performance Review*

Decision level

- *The decision level of this function must be in line with the corporate governance and business unit agreements. This decision process at all times must be followed unless decided differently by board and shareholders.*

General

- *This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*
- *This job will require traveling approximately 50% of the time.*

Requirements: education and experience

Educational Requirements

- Bachelor's Degree in related field
- Desired Lean or Continuous Improvement Certification

Experience Requirements

- 5-10 years experience in Continuous Improvement/Lean in a manufacturing or logistics environment.
- 5-10 years of experience of project management experience
- Experience with IT/ERP systems is preferred