

## **VISION EASE Job Description**

**Job Title:** Process Engineer Intern  
**Reports To:** M. McNally  
**FLSA Status:** Non-Exempt  
**Grade:** 5  
**Department:** Engineering  
**Division:** Operations  
**Location:** Ramsey  
**Prepared By:** M. McNally  
**Prepared Date:** January 28, 2019

### **Summary:**

The Process Engineer Intern will develop core competencies in effectively assisting the Process Engineers and Technicians. S/he is responsible for assisting Process Engineering project scope objectives from design to implementation. The candidate will also collaborate with the Process Engineering to support all internal and global functional areas. Will assist in the development and implementation of manufacturing processes to maintain proper product functionality as well as cost efficiency. Working closely with the engineering team and other manufacturing departments to work together cohesively. Assist in the responsibility for the development of equipment to aid in the manufacturing process.

### **Essential Duties and Responsibilities include the following:**

- Works with other managers to understand priorities and plans resources and time allocation accordingly.
- Meet strategic and tactical objectives by effectively assisting in the functional deliverables for multiple projects, operations tasks and continuous improvement initiatives.
- Ensures work compliance with all Quality systems requirements.
- Effectively work with the team to research, review, design, develop and integrate improved, new or emerging technologies to reduce operational costs and improve product quality.
- Identify opportunities for cost and quality improvements by performing analysis on current processes using Lean concepts and Six-Sigma methodologies.
- Collaborate with all functional areas to provide support of continuous improvement initiatives.
- Supports capital plan for production equipment to assure production is in a position to meet new product development, product launch, and product requirements.
- Learn the specification and selection of manufacturing equipment and recommends engineering contracts based on competitive bids and analysis developed by process engineers.
- Participates with the process engineers as a member in various projects to guide and influence the company's focus on new products, new customers, and strategic initiatives.
- Works with equipment suppliers, engineering consulting firms and general contractors.
- Champions efforts on developing or recognizing, executing and managing key engineering tools and best-demonstrated practices.
- Reads, understands and adheres to appropriate company and department policies and procedures to ensure legal compliance, safe and productive workplace and quality products and customer service.
- Keeps abreast of technological developments relating to engineering in commercial pharmaceutical manufacturing facilities.
- Performs other duties as assigned.

### **Qualifications:**

- Innovative ambition with a drive to learn about new or emerging technologies.
- Capable of developing relationships across groups and have the ability to negotiate and distill requirements down to their base elements.
- Strong project management skills.
- Culturally sensitive.

**Education/Experience:**

- Pursuing a Bachelor's degree in engineering or equivalent
- Proven experience and ability in the engineering discipline
- Knowledge of Lean Manufacturing and/or Six Sigma.

**Language Ability:**

- Excellent communication skills; strong influencing skills.
- Must be able to communicate appropriately with all levels of personnel within the organization.

**Reason Ability:**

- Ability to coordinate, plan and execute projects.
- Ability to evaluate an audience and to communicate effectively with a wide range of personnel.
- Must possess initiative, discipline, quality and customer service focus. Must have engineering creativity and aptitude.

**Computer Skills:**

- MS Office proficiency, experience with Auto CAD and/or SolidWorks, MS Visio.

**Certificates and Licenses:**

- Not required.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- This position requires work in both office and manufacturing settings
- Employee may be exposed to moving mechanical parts and/or chemicals

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Physical demands are relative to that of an office environment. Sitting, standing, working at a computer, attending meetings, conference calls, etc.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*