



NORTHWEST RENTAL EQUIPMENT, INC.

● excellence ■ integrity ▲ service

Job Description – Continuous Improvement Coordinator

Job Title: Continuous Improvement Coordinator

Supervisor: Director of Asset Management

Essential Job Function: The Continuous Improvement Coordinator is the change agent responsible for coaching, training, and coordinating day to day activities in support of the Total Process Reliability (TPR) Continuous Improvement initiative. This position is responsible for strategic and tactical implementation decisions daily which affect the successful outcomes of the project improvement teams.

Job Functions/Duties:

- Acts as the interface between TPR Leadership and Implementation Teams.
- Works on the development, finalizes, and executes process flow diagrams, process guides, change matrices, and supporting action plans per identified needs. Drives flow charting of existing processes, gap identification and new process design.
- Develops tools and methods to track and report relevant key performance indicators (KPI's).
- Manage, maintains, and effectively administrates the TPR Budget as directed and determined by the Steering Council/Sponsor.
- Identify resource shortfalls and make recommendations on allocation of internal and external resources to ensure goal and objectives are met on schedule.

Job Requirements and Capabilities:

- High school diploma with college degree desirable.
- Effective leadership skills.
- Ability to communicate effectively and build positive working relationships with people at all organizational levels across multiple disciplines.
- Strong planning, organizational, and time management skills.
- Proficient PC skills and experience with the MS Office software (Word, Excel, Power Point).
- Some overnight travel required for training and jobsite visits.

NWREI is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Company will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. It is our policy to select the best person available for each job without regard to race, color, religion, national origin, sex, marital status, age, veteran status, sexual orientation, or the presence of any sensory, mental, or physical handicap unless the factor involved would prevent the proper performance of the work to be assigned. All employees are hired, assigned, transferred, promoted, upgraded, and compensated solely on the basis of merit, ability, and length of service. NWREI's goal is to maintain diversity in its workforce, we encourage qualified/qualifiable minorities, women, and veterans to apply.