



Inc.

We are about you™

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We make your company more productive by applying: Lean Engineering, Manufacturing, and Service Processes

Making Productivity Visible to Everyone™

Assistant Implementer

Education desired:

- Bachelors degree required, Masters degree preferred
 - o Degrees in:
 - Statistics or Operations Research in market analysis, finance, etc.
 - Industrial Engineering
- 3-5 years of applied experience in business
- Excellent research and writing skills
- Six Sigma, SPC Quality Control experience preferred

Computer skills desired:

- Proficient in Microsoft Word
- Proficient in Microsoft Excel
- Proficient in Microsoft PowerPoint
- Microsoft Project 2000
- Microsoft Visio
- Minitab or similar statistical packages

Responsibilities:

- Assisting the Implementer and Associate Implementer with the following:
 - o Work directly with clients to assist with implementing new processes throughout the organization
 - o Develop presentations
 - o Attend team meetings and off-sites, taking notes and creating reports to distribute to the client.
 - o Assist with Project Management (will train if needed)
- Assisting the Principal Researcher with the following:
 - o Literature searches and analysis of work done in market analysis and measuring market share
 - o Design and develop surveys and interview instruments to gain knowledge in the industry
 - o Analysis and presentation of survey, interview results
 - o Coordination of all aspects of interviews and focus groups

Personal Characteristics:

- Self motivated
- Attentive to detail
- Self-disciplined and organized
- Proactive take charge attitude
- Stimulating and positive communicator
- Punctual
- Assertive
- Positive response to pressure, challenge and fast pace
- Socially poised and persuasive

Travel:

- 50-60% of the job would be traveling primarily out of the state of Michigan

Annual Compensation:

- Negotiable – based on experience