



VACANCY ANNOUNCEMENT

OUR CLIENT, A NATURAL RESOURCE COMPANY IN LIBERIA, IS SEEKING A QUALIFIED LIBERIAN FOR A POSITION AS SPECIFIED BELOW. THIS IS RELATIVELY A NEW POSITION, THEREFORE, SALARY AND BENEFITS WILL BE COMMENSURATE WITH EXPERIENCE. TO APPLY, EMAIL YOUR RESUME/CV WITH THREE REFERENCES TO THIS EMAIL ADDRESS: TARGETHRINTERNATIONAL@GMAIL.COM . DEADLINE TO RECEIVE APPLICATIONS IS 01/19/ 2017.

JOB PROFILE

DESIGNATION:	BUSINESS ANALYST	SEGMENT: Natural Resources.
POSITION/JOB TITLE:	Business Analyst	Location: Buchanan
# OF VACANCIES:	one	

PRIMARY FUNCTION

Utilize Six Sigma techniques for improvement in operations and communicate with executive leadership. Promotes Six Sigma at the C-level to obtain critical support and resources and ensure that improvement projects are implemented and adequately funded. Utilizes his/her Six Sigma experience and understanding of the company's strategy to select Six Sigma projects.

KEY DUTIES AND RESPONSIBILITIES

Responsible to provide expertise in deploying Lean and Six Sigma Strategy, and initiate, and direct teams to achieve desired results using Six Sigma methodologies.

Support the analysis, planning, design, implementation and evaluation of key projects to help companies achieve their goals.

Responsible to use Six Sigma Metrics, methodology, and analytics, then accomplish measurable business process improvements.

Responsible to instruct cross-functional teams in adapting to and understanding improvement processes, facilitating Kaizen and Rapid Improvement Events (RIEs), and overseeing process improvement projects.

Responsible to make recommendations, develop, and present formal presentations to senior management. Must be a team leader, and will be given the opportunity to lead by facilitating brainstorming sessions and taking the lead on parts of the projects.

Responsible for sharing best practices methods and ideas, as well as coaching and mentoring others, particularly on Six Sigma Methodology. Contribute to data collection and analysis efforts.

Safety

Actively contribute to site safety policy and new initiatives and implement change as directed by Management.

Actively promote, monitor and enforce compliance of personnel with safe work practices.

Ensure all health and hygiene risks in the work areas are identified and controlled.

Financial

Review departmental expenditure on a monthly basis and ensure all variances to budget are investigated and explained.

Identify specific areas for cost improvement and ensure the development and implementation of action plans to achieve these gains.

Reporting

Deliver reports to Management on agreed performance indicators and to agreed standard and schedule.

EXPERIENCE

2 to 3 years experience in a Manufacturing environment;

Experience of process re-engineering, improvement and mapping;

Previous experience in root cause analysis;

Experience of issues and risks identification and approach;

Previous experience of benefits identification and approach;

Experience of relationship and stakeholder management, both proactive and responsive;

A Lean Six Sigma qualification or certification;

Pragmatic and highly numerate, as a Business Analyst, you must have exceptional problem-solving skills. Must also have a collaborative approach and an analytical mindset.

SKILLS

Demonstrate ability to motivate and lead teams of highly skilled and experienced personnel having diverse cultural backgrounds;

Must have excellent written and oral communication skills in English;

Ability to deliver results on quoted targets;

Ability to construct systems that are the best method now and sustainable into the future;

Demonstrate application of continuous improvement ideas.

Computer Skills:

Good computer skills with the ability to use integrated management systems, SAP, presentation and spreadsheet applications. Word, MS Excel and PowerPoint.

Communication Skills:

Ability to communicate effectively across all levels;

Strong report writing and presentation skills;

EDUCATION, CERTIFICATION, TRAINING

Bachelor's degree in business or Engineering or years related work experience. Master's Degree or Six Sigma Certification is desirable.

Managerial Qualification