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| Job Title: | Industrial Engineer | EEOC Job Classification: | 5 |
| Department/Group: | 910 Administration  | SCA Title & Job Cod: | NA |
| Location: | Austin, Texas | Position Type: | Full Time |
| Position ID: |  |
| Direct Percentage: |  |
| Indirect Percentage: | 100%  |
| Job Description |
| **RESPONSIBILITIES**The successful candidate will use principles of technology and engineering to eliminate wasteful and inefficient processes in a production environment. They focus on reducing costs, promoting safety, utilizing efficient materials, and saving time and energy. You will be responsible for analyzing processes, determining areas of improvement, communicating effectively, creating documentation, and implementing training for new procedures. Specifically, the Industrial Engineer will lead a team of associates to: * Develop process improvements by analyzing processes and data.
* Develop, communicate, and implement process improvements, technological upgrades, and existing procedure automation.
* Analyze processes by aggregating and summarizing information from a variety of sources, then communicate their findings as appropriate.
* Develop a data driven decision matrix to identify areas of improvement.
* Provide identification of and sourcing for materials, equipment, software, etc.
* Communicate early and often with the business lines to qualify, develop and field new opportunities.
* If a new process is implemented, train production staff for standardization. This can include developing instructions and manuals for employees.
* Provide direct support in developing budgets and forecasts for current production lines and those under development or consideration.
* Assist with the development of documenting action items to ensure problem resolution.
* Provide direct support to all production lines with optimizing scheduling, raw material ordering, WIP and manpower requirements.
* Communicate with suppliers and customers
* Coordinate with National Industries for the Blind (NIB) on AbilityOne and Federal projects.
* Coordinate with WorkQuest (formally known as TIBH) on State Use projects.
* Collaborate with area businesses to develop products and services to employ Blind and Vision Impaired employees.

**QUALIFICATIONS** * Minimum AAS; BA or BS degree preferred
* Significant knowledge of typical tools and equipment used in manufacturing.
* Knowledge of and skills for effective computer usage including Microsoft Office and ability to learn ERP software system usage (currently Syteline) and SalesForce.
* Educational background and work experience in accounting, engineering, technical services, etc. a plus.
* Occasional travel will be required; must be able to travel independently.

**SKILLS**The incumbent must demonstrate the following skills:* Strong analytical skills
* Excellent communication skills
* Ability to work effectively both independently and in leading teams.
* Ability to assume leadership role regarding special projects and duties

**PERSONAL ATTRIBUTES*** + Be honest and trustworthy
	+ Be respectful
	+ Be punctual
	+ Possess cultural awareness and sensitivity
	+ Be flexible
	+ Be a self-starter
	+ Demonstrate sound work ethics
	+ Be motivated

ADDITIONAL NOTESMust pass background & drug screen Internal Applicants and applications on hand are acceptedThis position is open to legally blind and sighted applicants *TAB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, TAB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.* |