# Job Description

**Process Associate Responsibilities:**

* Analysing company processes for delays, obstructions, and weaknesses.
* Advising on process upgrades to improve production rates and reduce costs.
* Assessing process orders.
* Servicing and maintaining production equipment.
* Troubleshooting processing issues.
* Maintaining machinery supply inventory.
* Notifying Quality Assurance personnel of production flaws.
* Ensuring production processes adhere to safety and quality regulations.
* Ensuring production area is clear of obstructions and contaminants.
* Creating production process reports.

**Process Associate Requirements:**

* Advanced knowledge of process systems software.
* Experience with process simulations.
* High-level technical skills.
* Advanced communication skills.
* Analytical thinker.
* Ability to lift and operate heavy equipment.
* Advanced mechanical skills.