

Position Description

POSITION TITLE: Launch Specialist

DATE: 5th April 2018

DEPARTMENT: Product Engineering

LOCATION: Clinton

APPROVED BY: _____ REPORTS TO: Product Eng. Mgr.

POSITION SUMMARY:

The Product Launch Specialist will perform duties necessary to establish and monitor launching products and product development.

Interested applicants can apply to Hr@shawmutcorporation.com.

DUTIES:

Material Lamination & Inspection

- Create and adjust lamination machine setups for all development/launch class orders.
- Monitor all development orders at lamination and Inspection and provide feedback to relevant groups.
- Based on feedback, work on optimizing the setups for subsequent runs.
- Record and file lamination data and material.

Work Instructions

- Create Lamination and Inspection PWIs for new launching products and ensure linking to relevant products.

Product Analysis & Reporting

- Execute Shawmut Standard Lamination capability studies (SSL) & Customer Eye Reviews (CER) on new launching programs.
- Utilize statistical software (JMP) to track launching programs for critical characteristics
- Understand and interpret (SSL/CER) data for potential process adjustments
- Monitor programs in 'launch' phase in relation to target workloss. Work with cross-functional teams to achieve workloss targets.
- Publish bi-weekly reports on workloss status for Launch-class programs.

Pre-production Support

- Support all pre-production orders through plant and ensure quality.
- Ensure special testing activity is coordinated through the lab.
- Participate in GP12 Early Launch containment
- Be an expert team player – work well and collaborate with other departments to meet objectives
- Complete tasks related to new product launches/ECOs generated by ECON system.

REQUIRED QUALIFICATIONS/SKILLS:

- Minimum of 2-year associate degree or some college completion towards a bachelor degree required.
- Full 4-year degree is a plus, BA or BS.
- Must have good analytical and problem-solving skills.
- Proficiency with MS Office products with an emphasis on MS Excel and MS Access.
- Experience with MS Excel charting and data analysis /reporting.
- Experience with using statistical software (JMP or Minitab)—preferred.
- Good communication skills.
- Ability to multi-task and prioritize well.
- Able to think clearly in a high-pressure situation, able to work with people at all levels of an organization, “roll up the sleeves” attitude.
- Must be willing to work overtime and off-shift hours when necessary.