# Job Description

| Job Title | OCC Code/Grade | SF-Code |
|---|---|---|
| Junior Process Analyst | 53/30 | 0605 |
| | | **Written by** |

| Job Title Supervisory Position | Org.Unit |
|---|---|
| Associate Manager, Process Intelligence | AO-OP-SC |

## Job Requirements

| Formal Education and Training | Occupational Experience | Additional Knowledge Requirements |
|---|---|---|
| Bachelor's degree in Business Administration/ Industrial Engineering/Computer Science or a related field or equivalent education and experience required | 1-2 years experience in business administration | Excellent command of the English language, analytical, interpersonal and social skills, presentation skills<br>Basic knowledge in SAP ERP/BI, Power BI, Celonis |

## Figures

| e.g. Budget, Turnover, costs of projects, PVO | Total number of subordinate employees |
|---|---|
| | |

## Major Duties

1. Process & Data Analysis
Conducts process & data analysis under consideration of defined goals (e.g. zero-inefficiency in process, minimize production costs and/or SG&A costs, ensure reliable AO KPIs...). Designs and creates data models for analytics in adherence to business standards. Supports data accuracy in ERP system, MIP subsystems and other systems. Collaborates with cross-functional teams to gather process-/data-related information. Supports Master Data Stewards and Smart Manufacturing Engineers within the plants to improve data quality.

2. Process Management
Documents new or updates existing business processes, including data flows, dependencies as well as roles and responsibilities. Prepares process maps, flowcharts and other documentation types to illustrate processes. Analyses and interprets data using statistical methods. Visualizes and presents results of analysis to process stakeholders.

Identifies process inefficiencies and deviations from standard process and highlights them to responsible Business Process Owners and Managers. Recommends improvement measures to Business Process Owners and Managers with close alignment on global standards.
Monitors the effectiveness of an improvement measure after implementation together with the Business Process Owners and Managers.

Supports improvement of a standardized, global system to monitor AO Operations KPIs. Maintains and updates KPIs defined by business standards. Creates process dashboards to display KPIs on designated platforms. Ensures data integrity from all data sources and usability of system. Provides support in training to ensure adherence to process standards and use of dashboards on all stakeholder levels.

3. Communication
Serves as a contact point for Business Process Owners to review process efficiency. Communicates with process stakeholders to understand requirements related to process analysis, improvement and monitoring activities.
Aligns project requirements with Global Supply Chain Process Owners to ensure conformity to global governance and reporting standards.
Maintains relationships with internal customers.

Performs other duties as assigned.

| Date / Signature | Supervisor | HR |
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*The job holder performs the assigned duties in adherence to the laws, regulations and conditions applicable in the company. When in a supervisory role, the job holder has a special responsibility and obligation to his/her employees.*