



Job Posting

Job Title: Process Improvement Analyst (Power BI Super User)
Status: Full Time
Reporting to: Manager, Quality Assurance
Location: 1000 Morrison Drive, Ottawa, ON

About Lee Valley:

Since 1978, Lee Valley has recognized that woodworking and gardening are not just hobbies, but are for many a lifestyle choice. Lee Valley Tools enjoys a proud 40-year history of providing high-quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to customers worldwide. Our customer service is renowned. We pride ourselves on providing quality in all products, whether developed and manufactured internally or sourced elsewhere.

A position at Lee Valley is more than just a job – we honor the time and dedication that our people give by providing sustained and meaningful employment and we strive to provide an environment where learning and development are encouraged.

Overview:

We currently have an excellent opportunity in our manufacturing division's Machine Shop in our Quality department. The Process Improvement Analyst ensures the availability and accuracy of Veritas Key Performance Indicators (KPIs), and helps drive continuous improvement in support of key business objectives.

Key Responsibilities:

- Ensures all data that supports quality and operations is accurate, up to date and usable by auditing and through the use of data integrity methods. Formatting the output of this data using Microsoft Power BI, ensuring the output is current and accurate
- Develop process improvement strategies and procedures to improve operational productivity and quality
- Analyze current process standards and metrics in order to provide solutions for improvements
- Perform data gathering, importing data from various sources (spreadsheets, ERP systems, etc.), structured root-cause analysis, loss elimination activities and performance trending in order to develop appropriate process control changes

- Coordinate with Subject Matter Experts from Quality, Engineering and Operations to recommend and develop process improvement reports
- Prioritize and implement improvements to manufacturing and support processes based on critical business needs
- Prepare communication plans regarding process improvements to multiple stakeholders
- Develop and communicate improvements to standard operating procedures
- Maintaining and developing business analytics tools for production group and leadership team; working with IT with system needs

Knowledge and Skills:

- 2-3 years of post-secondary education in a technical or business discipline
- Engineering, Mathematics or technical education (strong experience will be considered)
- Experience in data mining and BI analytics
- 2-4 years related experience or equivalent in a manufacturing environment.
- CQE certification or similar considered an asset
- Excellent grasp of lean manufacturing concepts and process capability analysis
- Microsoft Power BI, SQL a strong asset
- Metrology or mechanical technology training or experience in a related QC Inspection role an asset
- Ability of understanding Geometric Dimensioning and Tolerancing (GD&T) notations and concepts an asset

Job specific skills

- Basic understanding of mechanical drawings prints, Statistical Process Control, (SPC) and GD & T principles
- Ability to read and interpret drawings and specifications verifying specified dimensions of part or material
- Strong math skills
- Proficient in the use of Windows OS, Word, Excel, Power BI, Access, Adobe Acrobat Pro, Macola ES MRP system, and other business systems as required
- Understanding of 5S methodology
- Knowledge of woodworking tools and terminology an asset.

Working Conditions:

- Work involves regular or recurring exposure to disagreeable elements in Machine Shop environment. Hours are Monday to Friday (days), overtime may be required from time to time.

Interested in joining the Lee Valley Team?

[**Apply online using ADP**](#)