



## Job posting

**Posting type:** Public

**Posting date:** 9/1/2018

**Title:** Intern – Industrial Engineering

**FTE:** 0.5

**Target employment start:** 10/15/2018

**Base:** Buffalo, NY

**Travel:** 50%

**Reports to:** President/CEO

**Supervises:** None

### 1.0 RESPONSIBILITIES & AUTHORITY SUMMARY:

1. Assist Ignition’s project consultants in project tasks including but not limited to recording client interview notes, facilitating onsite visits to client sites and creating drafts of project deliverables/outputs such as process maps, standardized work instructions, audit reports and spreadsheet models.
2. Assist Ignition’s business development function’s efforts in evaluating and selecting a Customer Relationship Management (CRM) solution.
3. Assist Ignition’s President in collecting and organizing inputs for Quality Management System (QMS) training content development.
4. Liaison with external service providers to effectively complete training credentialing initiatives
5. General support in project management/administration administrative tasks, as identified by Supervisor.

### 2.0 MINIMUM COMPETENCE CRITERIA:

#### 2.1 Minimum education:

1. BS in Mechanical Engineering or Industrial Engineering; AND
2. Must have completed at least 15 credits in a graduate program in Industrial Engineering.

**2.2 Minimum experience:** One year in the manufacturing industry within the last five years.

#### 2.3 Minimum skills:

1. Technical writing including creating process maps.
2. Proficiency in Microsoft Office applications (MS Word, MS Excel, MS PowerPoint, MS Access)
3. Literature review/research skills
4. Strong verbal and written communication in English

#### 2.4 Other minimum requirements:

1. Must possess valid driving license and valid passport at employment start; AND
2. Must possess legal status to work in the US at employment start

### 3.0 NON-ESSENTIAL, DESIRED COMPETENCE:

1. Work experience includes experience in the automotive, aerospace/defense or medical devices industries
2. Certified Six Sigma Black Belt (CSSBB) from American Society for Quality (ASQ)
3. Project Management Professional (PMP) certification



4. Consulting/training/auditing experience
5. Proficiency in Quality Management System (QMS) Standards (ex. ISO 9001:2015, IATF 16949:2016, AS 9100:2016/Rev D, ISO 13485:2016)
6. Proficiency in automotive industry QMS core tools: Advanced Product Quality Planning, Failure Modes and Effects Analysis (FMEA), Production Part Approval Process (PPAP), Statistical Process Control (SPC) and Measurement Systems Analysis (MSA)
7. Proficiency in Lean

#### **4.0 APPLICATION INSTRUCTIONS:**

Individual candidates and employment agencies with access to candidates meeting minimum competence criteria for this position should send a resume directly to: [sri@ignitionlifesolutions.com](mailto:sri@ignitionlifesolutions.com).  
This is a job position posting and not a job offer.