



POSITION TITLE: **Process Management Consultant (1-year project-based)**
REPORTS TO: **Operations Delivery Manager**
DEPARTMENT
/SECTION: **Integrated Services / Process Management**

OVERALL PURPOSE:

- Establishes work methods and time standards for new and existing operations.
- Analyzes information obtained from management to conceptualize and define operational problems.
- Collaborate with others in the organization to ensure successful implementation of chosen problem solutions.
- Conducts simple to medium work/process improvement studies. Coordinates and participates actively in various Process Management initiatives.
- Supports the PMT Specialist as needed in the data collection, analysis and identification of potential solutions, and coordination of activities necessary to execute successfully the method changes.
- Support the Continuous Innovation effort of the organization by investigating the gaps in the innovation pipeline, help administer the program.
- Collaborate with different business units for the development, generation, evaluation, and monitoring of internal and external compliance metrics (Scorecard/ CFF reporting, monthly reporting, etc).

SKILLS AND KNOWLEDGE REQUIRED:

- Bachelor's degree preferably in Industrial Engineering, Statistics or Management.
- 1 to 3 years of experience doing process improvement/work measurement techniques such as time study and work sampling, etc.
- High potential fresh graduates can be considered.
- Experience in facilitating problems-solving activities, training sessions a plus.
- Excellent written and verbal communication skills.

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