



Job Description

I. Overall			
Job Title	Launch Coordinator	Department	Launch
Report to	Launch Manager	Location	Lighting Office
Type of Position			
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern

II. Detail Description						
II-1. General Description						
1) Manage the program specific activities required for the introduction of new projects in the plant						
II-2. Key Roles and Responsibilities						
1) Manage the scope, cost, and timing of new projects 2) Coordinate all manufacturing engineering and quality engineering activities for new programs 3) Coordinate the packaging of the finished product in support of Materials and Global PM 4) Provide problem solving support to the production lines 5) Support the implementation of Lean Manufacturing, Kaizen events and VA/VE activities 6) Coordinate the industrialization of tools into the plant operation 7) Provide follow-up to the purchase orders for production components, tools and equipment 8) Support the design and development of the PFMEA, Control Plan and Flow Chart 9) Schedule and provide follow-up to pre-launch trial runs 10) Coordinate APQP activities with cross functional team and provide frequent updates 11) Support preliminary layout and planning, balance, and R@R activities with cross functional teams 12) Act as primary share holder for new programs for TN Lighting plant to SL Global PM and Design teams 13) Provide support to the pre-production area and external vendors as required 14) Support customer requirements and requests as needed in the role of Local PM						
II-3. Job Requirements						
II-3-1. Work Experience						
1) 2 years minimum experience launching automotive products; lighting product experience is preferred 2) 5 years minimum working experience in an automotive supplier manufacturing facility						
II-3-2. Education						
1) Completed college degree; prefer bachelor degree or higher 2) Current PMP certification preferred 3) Prefer 6 sigma green belt minimum						
II-3-3. Knowledge Skills and Abilities						
1) Management 2) Quality and environmental systems 3) Customer Service and relationship management 4) Problem solving techniques; green belt six sigma or higher preferred 5) Communication techniques 6) Training in the work area 7) Knowledge of computer packages (MS OFFICE) 8) English 90% (written and spoken) 9) Development and structuring of PPAP's, PFMEA's, Control Plans, Flow Charts 10) Negotiation and cost management 11) Validation testing including customer specific requirements 12) SAP						
III. Revision History and Signature on File						
Revision	Original	1 st	2 nd	3 rd	4 th	5 th
Written By	J. Evans					
Date	4/20/2018					
Approved By	CStrange					
Date	3/15/19					

Notice: This is a printed copy of a job description for SL Tennessee ('TN'). The user must verify it is the current revision prior to use.