Industrial Engineering Technician

Description:
In this entry level Industrial Engineering Tech position you will be responsible for conducting studies of our distribution center operations to maximize work flow, productivity and spatial utilization. You will assist our dynamic distribution center management team by planning and evaluating the efficient use of our personnel, materials and machineries. You will assist in identifying, understanding and documenting our business needs, requirements and opportunities.

RESPONSIBILITIES:
Setting measurements of basic tasks and tactics.
Conducting studies to measure and evaluate the work flow, pace, time, efficiency and production costs.
Recording and analyzing data, measurements and observations.
Playing a key role supporting DC operations in lean manufacturing programs and belt studies.
Documenting task descriptions. Recommending and implementing process improvements.
Partnering with and communicating back to the appropriate parties regarding critical issues and solutions.
Preparing and generating corporate reports regarding measurements, tests, findings and control results.

REQUIREMENTS::
Bachelors Degree in Industrial Engineering and/or related discipline.
1 to 2 years work experience preferably within a distribution center and or warehouse environment.
Advanced level proficiency within Microsoft Office applications including Word, Excel & Outlook.
Technical Expertise in Epicor Merchandising Application and or related/similar retail application a plus.
Strong verbal and written communication skills. Bi-lingual Spanish a definite plus.
Knowledge of a distribution center commonly-used concepts, procedures and best practices.
Motivated self starter who can work as a leader, independently and/or as part of a group.
Detail oriented, highly organized with proven analytical and problem solving abilities.

Must be available for full time work including days, nights and some week-ends.

Competitive Salary & Bonus Opportunity
Medical/Dental/RX/Vision
Life Insurance, STD & LTD
401(k)
Personal Paid-time off including Vacation, Sick & Holiday
Generous Store Discount

Qualified candidates may forward resume and letter of interest containing salary history/requirement to: humanresources@bigminc.com
Resumes that do not include salary requirement/history will not be considered.

Big M Inc
Attn – HR Dept #IE
12 Vreeland Avenue
Totowa, NJ 07512
Fax: 973-890-0570
Email resume to: humanresources@bigminc.com