

## Industrial Engineer - Planning and Engineering Management

Job Title	Industrial Engineer		
Division	Transportation Operations Division		
Department	Planning and Engineering Department		
Section	Planning and Engineering Management		
Location	Kingdom wide	Direct Reports	None
Reports To	Director Operations		Version Number 1
External Relations	Customer	Supplier	Guide Number 7325
Internal Relations	Administration		Job Code

### Basic Function

Planning, designing, re-designing, improving and optimizing processes, workflow, routes, facilities and resources for the company's existing, new businesses and projects. Leads multiple operations' projects and initiatives. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Constantly developing new processes, workflow improvements, including reengineering work processes with the aim of bringing down time, effort, and cost involved.
- Standardize the work processes within all various work areas of the company, e.g. hubs, stations, and logistics.
- Support new business and project activities by setting up technical work processes and procedures, estimating the cost of new processes and resources, designing and implementing new processes and layouts.
- Leads multiple operations projects and initiatives, such as start up and management of Project.
- Undertake scientific and statistical studies on operational requirements; i.e. personnel, process & machines requirements.
- Provide support for data mining, management and reporting, helps set up key performance indices, and in process measures.
- Regularly create initiatives to help organize and improve unorganized work processes.
- Assist management/consultant in improving current Hub & Spoke Schedule and International network by gathering and utilizing reliable data.
- Ensure effective Route Re-structuring, optimization and management.
- Design new facilities and redesign existing ones; i.e. Hub & Station, Gateway, Healthcare and Logistics warehouses.
- Supporting facilities with various analysis to help identify potential areas of improvements.
- Conduct independent audits and leads small audit project teams focusing on specific, typically complex operational areas or locations.

#### EHS

- Ensuring that all safety related equipment and systems, particularly fire fighting, alarm, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times
- Coordinating with maintenance staff concerning occupational health & Safety, and environmental management
- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Overseeing and monitoring all the work activities in order to make sure that work- and job-related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities
- Actively participates in the development and implementation of EHS objectives & programs and lead EHS audits / inspections. Take a major role in incident reporting & investigation
- Participates in the emergency response plan, development, and in conducting emergency drills
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs, communication & management
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel
- Supervising the EHS internal audits, inspections, and corrective / preventive actions effectiveness

#### Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competencie	
Analytical Thinking	Level 4
Creative Thinking	Level 4
Influence	Level 4
Initiative	Level 4
Teamwork	Level 4
Technical Competencie	
Language Proficiency knowledge (English)	Intermediate
Liaising and Negotiating knowledge	Beginner
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Route Planning Knowledge for Industrial Engineers	Advanced
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Intermediate
Competencies – EHS	
Knowledge of basic environment health and safety requirements EHS corporate objectives awareness Awareness of EHS requirements in the QEHS management systems Have attended EHS awareness training (if applicable) Awareness of Environment Health Safety incident reporting	
Organizational Competencies	
Intermediate <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>	
Decision Making	
Key Performance Indicators (KPIs)	
Abide by the goal setting forms (Individual KPI'S) of the current financial year	
Qualification : Education and Experience	
Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry. or ●Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position or ●Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position  *Note: Industry Experience wherever its applicable	

Date Of Release

<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Endorsed by:</b>

<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>

<b>Employee Name:</b>

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.  
Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>