Title: Testing Coordinator

Location: 366 Princeton Hightstown Rd, East Windsor, NJ 08520

Job Type: Full-Time (Entry Level)

Start Date: ASAP

Job Description:

The role of the Testing Coordinator is to manage and drive continuous improvement in all aspects of production equipment operation and utilization, work with production management to optimize preventative maintenance schedule and to minimize changeover time and downtime, work with product engineers to optimize set-up procedures at each SKU level, develop and improve documentation and procedures to enhance predictability and reliability of maintenance operations, and ensure a safe working environment.

Primary Responsibilities:

- Supervise and manage maintenance mechanics and the execution of all scheduled maintenance and requirements
- Schedule and oversee setups or product changeovers of equipment when necessary to support the daily production schedule
- Ensure troubleshooting and repair of production packaging lines are performed in an efficient and safe manner by mechanics as needed to minimize downtime
- Maintain an equipment preventative and predictive maintenance program.
- Maintain necessary documentation to ensure regulatory compliance
- Order and stock basic replacement parts and tooling to maintain proper inventory levels for critical and spare parts
- Drive execution of a total production maintenance (TPM) program
- Support efforts to measure and improvement Overall Equipment Effectiveness (OEE) for primary filling and package equipment
- Provide effective communication with peers and management, ensure company goals and objectives are supported

Qualifications:

- Bachelor’s degree
- 1-3 years of experience in a packaging testing laboratory setting
- Strong communication skills (written and verbal)
- Strong organizational skills

Application Instructions:

Please submit resumes and cover letters to partnerschools@sac.shiseido.com.
About the Organization:

Shiseido Group USA is one of the largest and oldest cosmetics companies in the world. Brands and divisions under the Shiseido Group umbrella include Shiseido Cosmetics, NARS Cosmetics, Beauté Prestige International, Bare Escentuals, SAI & Davlyn, and Zotos International.