Downloaded from <https://www.velvetjobs.com/job-descriptions/associate-production>

# Example of Associate, Production Job Description

Our innovative and growing company is hiring for an associate, production. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate, production

* Maintain inventory moves into the MIS in an accurate and timely manner
* Remove roll, weigh, and properly package material from the slitters and move to the designated area in the warehouse
* Record daily total down time with reason codes
* Operate forklifts as required (Change batteries and do general maintenance as required)
* Must be able to work a full schedule workweek and fulfill overtime requirements as needed
* Per form SQC and quality testing, also responsible to cross check all paperwork and material labeling
* Cut cores/ cardboard per size stated on work order
* Receive any additional direction from operator
* May be required to train other employees
* Active participant in Kaizen and lean events

## Qualifications for associate, production

* Ability to problem solve and suggest creative solutions in line with EarlyEdU objectives
* Ability to travel to local, in state and out of state film locations
* Requires high school diploma or GED equivalency
* 1 to 2 years of previous experience in a related industrial operations environment is preferred, but not required
* Monitors production and equipment to ensure safe and efficient operation
* Completes and maintains all required computer inputs