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# Example of Production Clerk Job Description

Our company is looking to fill the role of production clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for production clerk

* Review order inventory report to ensure Finish good inventory is consistent with sales orders
* Assist with personnel relations
* Prepping documents may include
* Printing, sorting
* Using a computer system, maintain all production records and logs
* Maintain and control all departmental documentation including daily performance information along with forecasts for monthly cost review
* Prepare the daily output report and compile departmental performance information along with forecasts for monthly cost review
* Maintain and report daily inventory levels
* Control all aspects of manufacturing
* Provide weekly production data used in weekly supervisor reports

## Qualifications for production clerk

* Excellent correspondence skills
* Should be able to lift and carry up to, and including, 50 lbs
* High School Diploma or equivalent with 3-5 years of relevant industrial manufacturing experience
* Must be able to multi-task with excellent organizational skills
* Must be able to work closely with the production team to anticipate production needs
* Good interpersonal skills with a wide range of people and positions