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# Example of Production Clerk Job Description

Our company is growing rapidly and is looking to fill the role of production clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for production clerk

* Show ability to solve complex problems individually, quickly, and as part of a team
* PC proficiency and experience with Oracle a plus
* Discrete Job Creation and distribution to internal departments to facilitate manufacturing schedule
* Coordinate with Engineering and Production to implement After Release Change Requests
* Assist with the annual physical inventory
* Entering production data and material usage into their internal system, HOTs
* Compiles and records production data
* Prepares records and reports on volume of production
* Consumption of raw material
* Quality control, and other aspects of production

## Qualifications for production clerk

* 2-5 years of related experience, production environment preferred
* Provide weekly, monthly and quarterly reports that are listed in the deliverables to the customer
* Track and status order through outside processes
* Be prepared to report status daily
* Experience with SAMS-E and AWRDS
* Basic reading and written English