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# Example of Production Clerk Job Description

Our growing company is looking for a production clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for production clerk

* Calculates factors, such as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates
* Compiles from customer orders and other specifications detailed production sheet or work tickets for use by production workers as guides in assembly or manufacture of product
* Production reports for Utilities and Grade 260
* Maintenance of chemicals and additives inventory
* Maintenance of office and safety supply inventory
* Departmental records
* General clerical support for Sesqui and Bicarb
* Administrative business processes (RCA’s, SWI’s, ect)
* Maintains inventory of production related items and supplies as required
* Requests new product codes as required

## Qualifications for production clerk

* Post communications
* Monitor and track 5S compliance
* Communication of daily department needs to supervisor
* Safety sheets
* High school or equivalent diploma or substitute amount of experience, some technical training required
* Minimum of 2 years of experience• Computer skills• Must be able to pass a pre-employment drug test and/or physical