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

# Example of Production Control Analyst Job Description

Our innovative and growing company is looking for a production control analyst. 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 control analyst

* Actively seek and apply knowledge gained from colleagues and outside resources and share that knowledge with others
* Issue Binder Builder reports twice a week providing review count, exception count and percentage of review pass for Retail/CD and breakdown of top exceptions
* Enter orders in CMS daily, print bill of lading, send advanced shipping notices, confirm advanced shipping notices and print proper documents
* Be available "on call" during week after regular working hours and weekends to attend to customer emergencies, including expedites or charters
* Monitor communications with the customer and provide support when needed
* Maintain daily communication and rapport with all customers
* Drive daily production efficiencies by releasing/sequencing the manufacturing orders related to specific product lines and/or assigned project work
* Create appropriate countermeasures for deviations from planned inventory levels (MIN / MAX stocking violations)
* Coordinate and / or arrange for alternative sources of material, requests for spot buys, as necessary to support production
* Resolves routine and unusual production problems related to materials usage and availability

## Qualifications for production control analyst

* Ability to work effectively both independently and as part of a team, self-motivated and deadline driven
* BS degree in a relevant technical field
* Strong multitasking skills and the ability to prioritize duties
* Experience / qualification in related IT Governance practices and standards COBIT, ITIL
* Exposure to Capital Markets applications and technology Fixed Income, Equities
* Experience of process design and mapping