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

# Example of Production Control Analyst Job Description

Our company is growing rapidly and is hiring for a production control analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for production control analyst

* Maintain working knowledge of UC4 product strategies and roadmaps to support current and future automation and production control initiatives
* Provide operational support for UC4 product, responsible for research and resolution of technical problems
* Provide analyses to support the sales forecasting, inventory planning, distribution planning processes for the business unit
* Participate in weekly/monthly production planning process for all the mills to ensure customer’s demands are being met by optimized production schedules
* Monitor and maintain the off-site/reload inventory replenishment process (except VMI reloads), to include updating monthly/quarterly inventory stock minimum/maximum calculations for each plant/off-site location entering weekly/biweekly reload replenishment orders
* Collaborate with Customer Service, mill and logistics teams to ensure on-going supply chain execution by providing timely resolution of day-to-day issues
* Assist in tracking and reporting business supply chain performance metrics, such as forecast accuracy, production plan adherence, inventory turns, on-time shipments
* Maintain supply chain planning models and systems such as capacity planning models, inventory/forecasting, order-sourcing tools, , for the business unit to support “what if” scenario planning decisions
* Proactively collaborate with IT and functional teams to develop system enhancements
* Act in the capacity of the business unit Manager, Production Planning and Inventory Control as necessary

## Qualifications for production control analyst

* At least 2 years experience in materials management
* Working knowledge of manufacturing, inventory/warehousing control, production control/planning or scheduling
* Working knowledge and understanding of fabrication processes with ability to formulate fabrication sequences and instructions from engineering data
* Self starter with ability to work in a fast paced deadline driven environment
* Demonstrated knowledge and understanding of multi-level Bill of Material Structure, a plus
* Working knowledge of Huron, a plus