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# Example of Production Control Coordinator Job Description

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

## Responsibilities for production control coordinator

* High School degree or equivalent plus 2 -3 years production support experience in a manufacturing environment
* May require overtime and schedule flexibility with short notice
* Work to resolve all past due orders
* Communicates need for in-plant transfer of materials to meet production schedules
* Maintains data integrity for assigned schedule binder and areas affected
* Reviews and maintains production schedules and confers with department supervisors to determine material requirements, to identify overdue materials, and to track material
* Requisitions “Red Tag” material and establishes sequential delivery to departments according to job order priorities and material availability
* Compiles and maintains manual or computerized records such as schedules at assigned machine lines, in-process production reports, and status and location of materials
* Lead and insure communication during hand off meetings between shifts
* Monitors and controls electronic input and output of material through department

## Qualifications for production control coordinator

* Trains RS6000 users as needed
* To process all EDI releases and manual releases for assigned customers
* To plan and control shipments for all assigned customers
* Monitor all releases
* Daily loading of releases, into the MRP software
* Maintain and arrange, all routing instructions, routers and expedites, as required