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# Example of Production Control Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of production control coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for production control coordinator

* Understand and follow all BSC and GMP procedures required to perform work
* Communicate with team members to problem solve and resolve issues
* Perform special assignments and other duties as required
* Ability to lift 20lbs on occasion
* Oversees workload distribution and productivity performance of the group
* Responds to internal and external customer requests
* Apply Lean Principles to daily activity
* Perform other related job duties as assigned or requested by the production and planning department or company management
* Responsible for all CS New Lexington Customers
* Responsible for all CS New Lexington Shipments

## Qualifications for production control coordinator

* Should react well under pressure and be able to work under crisis management when necessary
* 12+ months BSC job related experience
* Read and write English to complete paperwork
* Communication ability to interact with other employees and departments
* Perform simple math
* High school diploma or GED from an accredited institution plus 2 years of administrative support, production/operations, bookkeeping, or process coordination/management experience reflecting increasing levels of responsibility