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# Example of Production Control Coordinator Job Description

Our company is hiring for a 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

* Key contributor to annual physical inventory
* Works with Corporate Sales in establishing new customers and also maintains good relations with existing customers
* Participate in company environmental continuous improvement initiatives by seeking out and employing increased resource efficiency opportunities
* Analyze daily component availability reports to identify potential component shortages
* Analysis of daily firm planned orders generated via MRP
* Work with master scheduler and revision coordinator to ensure a smooth transition for item revisions
* Creating Work orders within the Inventory Control system for various departments
* Ensuring product availability for produced work orders
* Assist in planning and maintaining safety stock levels for various circuit board assemblies, cabinets and assemblies
* Generation and logging of reports

## Qualifications for production control coordinator

* Required to be at 18 years of age or older
* Required to maintain 3 shift work availability (day, swing, and graveyard)
* Required to work rotating shifts, overtime, and weekends
* Bachelor’s degree plus 2 years of administrative support, production/operations, bookkeeping, or process coordination/management experience reflecting increasing levels of responsibility
* Experience with writing routine reports and correspondence
* Skilled in calculating figures and amounts such as proportions, percentages, area, circumference, and volume