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# Example of Production Control Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of production control manager. 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 manager

* May create, maintain and update ISO documentation
* Trains and cross-trains staff to achieve maximum flexibility during peak or off-peak periods
* Verifies that proper regulatory procedures, work instructions, and forms are in effect and are being closely followed by department staff
* Develops written departmental procedures and work instructions
* Holds regularly scheduled meetings to communicate with staff
* May manage exempt and non-exempt employees
* Develops, monitors, and reports on operating costs within functional areas
* Manage all activities related to raw and/or finished materials, receiving, inventory reporting
* Shall supervise the HAZMAT Specialist in the performance of his job responsibilities to include collection of contractor generated HAZWASTE, preparation for shipping
* Determining the type and quantities of safety and emergency equipment required

## Qualifications for production control manager

* Typically has management responsibility for a complex operational or administrative function
* Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and other commonly used reporting documentation
* Ability to effectively present information to top management, public groups, and/or other cross functional teams
* Ability to apply mathematical and statistical concepts and operations to such tasks representative of Material Scheduling, Planning, budget preparation and CAR development
* Experience with Dynamics AX, MS Project preferred
* Must have demonstrated experience working with ERP technologies in materials management processes