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# Example of Production Control Specialist Job Description

Our company is looking to fill the role of production control specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for production control specialist

* Review and request modifications to Material Master Parts as required
* Work together with Supply Chain personnel to maintain effective Min/Max Quantity used by Auto PR and Auto PO for inventory replenishment
* Prepare data for, attend, and present data at production status meetings including but not limited to the daily CFM meeting, production reviews
* Receive customer repair orders
* Receive Hangar paperwork as required and files per customer request
* Open tasks as required from Hangar for each work order
* Open work orders
* Deliver work order and part to appropriate shops for repair
* Receive completed orders after repair is complete
* Deliver Accounting copies to Accounting Department for billing

## Qualifications for production control specialist

* High attention to detail in personal work fellow team member’s work
* Ability to develop and edit production control policies and procedures, prepare audits and reports against the same
* Associates degree in Information Technology or related discipline
* Working knowledge of print queues, DHCP, TCP/IP, DNS
* The boldness of action
* Focus on self-development