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# Example of Production Control Job Description

Our company is looking for a production control. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for production control

* Ensure standard work is updated per all current processes and transactions
* Develop, track, and report relevant driver metrics
* Conduct root cause analysis when metric goals are not met and initiate corresponding actions to meet identified metrics
* Inventory Management - maintain storerooms, reconcile discrepancies, perform daily and monthly cycle counts, work with area Leader/Manager to ensure storeroom accuracy
* Respond to Ad Hoc requests as assigned
* Communicate to customer any issues or concerns that may delay shipment of parts and provide recovery date/schedule
* Promote and support continuous improvement within assigned area throughout the shop – participate in lean/Kaizen events
* Updating the company system of newly scheduled assembly lots, any changes in existing schedule
* Recommend and implement term and annual inventory plans, distribution cost budgets and targets to support business objectives
* Recommend, implement and enforce methods and procedures to achieve goals by creating production plans and requirements, monitoring adherence to plan and ensuring the delivery of product to customers in accordance with their expectations, while optimizing inventory and labor costs

## Qualifications for production control

* May require extended work hours to support west coast clients
* Financial transaction-based applications
* Pearl scripting, Powershell scripting
* Must demonstrate a thorough working knowledge and understanding of production control services principles, concepts, theories, regulations and practices
* Ability to demonstrate skills in administrative and clerical duties to include preparation of production efficiency reports, control memos, letters, and other communications
* Ability to obtain and maintain a Moderate Risk Public Trust (MRPT) or full Background Investigation