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# Example of Production Control Job Description

Our growing company is looking to fill the role of production control. 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

* Manage and achieve Key Performance Index (KPI) for on-time delivery to customers, inventory accuracy, inventory turnover, and distribution cost ratio
* Analyze and summarize internal and/or external customer requirements, current and future inventory conditions, production capacity, machine utilization and warehouse space to determine material, warehouse space and manpower requirements
* Develop and recommend new product material plans and production plan preparation from Pre-mass through Turnover evaluation reporting
* Analyze and summarize operating results and prepare recommendations in improving production performance to achieve business objectives and customer requirements within QCDSE standards and report periodically to senior management
* Work with Sales Reps on any issues related to Production
* Leading projects such as creating and leading the production planning database working in other areas of the production planning department
* Lean manufacturing implementation and support plant wide to improve efficiency and reduce lead time to save space
* Must possess time study skills for line balancing and bottleneck identification
* Ability to apply the 3 Types of Standardized Work based on the environment
* Support special projects such as New Product Introduction, productivity improvements, defect reduction, capacity improvements, changeover improvement, and area layouts

## Qualifications for production control

* A comprehensive knowledge of the automated system in use
* APICS/CPIM Certifications
* Applied knowledge of Lean and Six Sigma
* Request needed documentation and prepare for Job Kit Release
* Route manufacturing release to stockroom and production
* Provide job priorities to respective buildings