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# Example of Production Control Job Description

Our growing company is hiring for a production control. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for production control

* Record and distribute meeting minutes
* Develop and prepare presentations to all levels of management including monthly EF Executive meeting
* Aggressive schedules will be maintained and must be willing to accept responsibility
* Ability to understand and apply the concepts of Just-In-Time
* Publish reports per established schedule, prepare data for production meetings, coordinate waving/picking of work based on the daily production schedule troubleshoot/escalate orders to the appropriate teams
* Compile reports on the progress of work on production plan and/or issues as they arise/
* Perform a variety of coordinating, routing, and material handling duties to meet production schedule
* Responsible for fulfilling expedited requests for customer escalation issues
* Review product discrepancies and determines disposition
* Researching root cause for discrepancy and follows corresponding procedures

## Qualifications for production control

* Experience processing manufacturing orders in accordance with contractual requirements and statements of work, to support daily production needs
* Wafer Starts systems, and EPI planning systems
* Make contact with all process engineering PR’s
* Understand which procedures need to be trained on and prepare for in the first 90 days
* Familiarize themselves with reports and forms required within the department
* Reach out to the members of the SCM organization to acquaint themselves with key members