



# Example of Entry-Level Production Job Description

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Our company is hiring for an entry-level production. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for entry-level production

- Create reports to communicate metrics on open tickets, close rates, SLA's
- Analyze problems or issues with a range of complexity from limited to moderate, escalating the most complex
- Develops manufacturing processes, procedures and tooling
- Analyzes, investigates and recommends design and process changes
- Be able to accurately perform board inspections and accurately measure objects using a standard tape measure
- Be able to operate unit wrapper and perform all associated tasks
- Be able to operate board grinders and prepare and feed scrap products
- Be able to operate compactor equipment and associated tasks
- Be able to operate printer equipment and bar code machine
- Be able to operate a tow motor

## Qualifications for entry-level production

- 2+ years experience in ASAP interface to Advanced Bill Of Material system
- Informatica Suite experience required
- High School Diploma or GED-Must pass pre-employment math test
- Must be able to pass a pre-employment physical and drug screen criminal background check
- Candidate must have reliable transportation to and from work
- 90% production floor