



# Example of Entry-Level Production Job Description

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Our growing company is looking to fill the role of entry-level production. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for entry-level production

- Follows rules and regulations such as GMP-s
- Support warehousing, shipping and receiving, material handling and PSI kitting
- Assists with processing and movement of production and other materials into and out of storage, production and other locations to support the flow of production following standard work instructions
- Operate Forklift, Scissor Lift, and other related equipment
- Assists in monitoring work in process
- Posts updates to automated systems to insure parts availability
- Identifies problems or discrepancies with parts and materials
- Assists within the work group to expedite and complete production activities to avoid schedule delays
- Entry level production position
- Performing administrative and analytical duties to coordinate a PC database repository

## Qualifications for entry-level production

- Ability to accomplish all of the above without direct supervision
- Walk/stand on concrete floor continuously for up to 12 hours
- Safeguard self with Personal protective Equipment (PPE) - steel-toed shoes, eye protection (glasses, goggles, and/or facemask) hearing protection and long sleeved shirt (with shirt tail tucked in) as necessary for task

- Willing and able to complete the 60-day probation period with the local staffing agency
- Must be willing to wear safety equipment at all times