



Example of Production Associate Job Description

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Our growing company is searching for experienced candidates for the position of production associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for production associate

- Perform 5S as required by department best practices
- Analyze finished goods inventory levels, production receipts and forecast to determine monthly production buy plan within the planning cycle and production lead times
- Determine opportunities to deploy inventory from DC to DC in an effort to keep inventory levels at company objectives
- Bachelor's Degree in Business or related field with 3 or more years of experience with a thorough understanding of Production Planning and Inventory Allocation
- Knowledge of JDA Planning System preferred or relative planning system
- Intermediate level of Microsoft Excel, MicroStrategy for internal candidate
- Knowledge of Microsoft Access & SQL query (a plus but not required)
- Coordinate with Team Lead and other production team members
- Box Washing and Repair
- Support shoot teams on miscellaneous production details – booking travel, creating call sheets, deal

Qualifications for production associate

- Works overtime as required to provide excellent customer satisfaction
- Maintain regular attendance according to the company's attendance guidelines
- Inspecting products

- Previous experience with assembly is a plus