



Example of Production Control Clerk Job Description

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Our company is growing rapidly and is looking for a production control clerk. 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 control clerk

- Production Control Clerk Reports to the Production Control Supervisor or his/her designee Develop and maintain the site's Production Schedule and forecast, and present it to the Production Control Supervisor on time
- Maintains a good understanding of Manufacturing Resources Planning (MRP) and how it relates to various activities
- Coordinate and develop short and long range production schedules and forecast by working with the Production Control Planner and site production control supervisor and other site personnel and releases work orders based on the production schedule to meet all program delivery requirements
- Work with the Materials/Inventory coordinator and the Production Control Planner to develop timely and accurate documentation of production data and monitor material resource utilization and plan
- Support to production control supervisor and site manager by maintaining accurate and detailed status of work in process, forecasts and future resource requirements
- Provide overall coordination of customer requirements through the entire team operations interfacing with Quality Assurance, Engineering, Purchasing, Receiving, Shop Assembly, Test, and Shipping
- Schedule orders based on next available production plan or based on lead-time of components
- Coordinate with supply and create shortage lists for production meetings
- Work closely with the Production Control Supervisor and site personnel to ensure production schedules can be met with accuracy and efficiency

Qualifications for production control clerk

- Knowledge of US Army and Dept of Defense logistic systems desirable
- Use applicable ULLS-A
- Minimum of 3 years experience of production/planning data accumulation and reporting, either in the military services or in commercial applications is required
- Must have knowledge of PBUSE, GFEB, AESIP, FMSweb, LIW and GCSS-Army
- Review Master Schedule for scheduled Job Kit Release
- Verify material availability for order using Visual (hardware, powder)