



Example of Production Control Clerk Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of production control clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for production control clerk

- Track assigned aircraft in support of the program
 - Compile and record production data from historical records and other documents such as logbooks and vendor work orders using personal computer and other devices
 - Verify, validate and document Time Before Overhaul (TBO) requirements for flight critical aircraft components and sub-components
 - Maintain critical component reports in accordance with contract and federal aviation and other flight regulations
 - Act as a centralized point of contact for assigned Country Site Manager
 - Use established information systems to research aircraft and component part numbers for procurement, and then act on information gained to maximize mission capable rates
 - Communicate with varied field locations in varied time zones, and programs and document maintenance activity and actions that have occurred (including verifying needed actions that should have occurred as well), and document production standards by aircraft and location
 - Assist key managers in providing oversight, initiating, conducting training and/or supervising within respective area of responsibility to meet the contract objectives of host nation and contractor training
 - Correctly Order Building Maintenance Parts and Materials
 - Routes each machine and allocates parts
-

- Audit production floor for accuracy of lot traveler cards
- Audit production floor for accuracy of recorded information on Parts List
- Ensure shelf life of shop floor material
- Ensure Docs on Prod floor are updated per DCN requirement
- Ensure hardware in stockroom is dispositioned per DCN requirement
- Track and status order through various departments