



Example of Production Control Clerk Job Description

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Our innovative and growing company is looking for a 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

- Closes out units and components upon completion
- Assist production with P.O
- Be responsible for releasing jobs to the production department for fabrication
- Have proficient basic computer skills consisting of email, electronic timesheets, NMCI (Navy and Marine Corps Internet) usage and basic database entry
- Print production tickets, quilt cards, and component cards by performing the following duties
- Provide Preventive Maintenance and Corrective Maintenance services support
- Create, enter and maintain purchase orders
- Tracks raw material rejects and appropriate documentation required
- Enters Daily Business Call data
- Create and maintain various databases in order to provide accurate reports as may be requested

Qualifications for production control clerk

- Assume additional duties as required south of the fire line
- Knowledge with ULLS-AE system for opening/closing maintenance work orders

- Requires a high school diploma or its equivalent with 2 years of experience operating Military or commercial Management Information Systems
- Level II English
- May require candidate to either possess or have the ability to obtain and maintain a secret clearance