



# Example of Production Control Clerk Job Description

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Our 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

- Review Production Control Reports daily to verify Work Orders
- Maintains the work management systems, MAXIMO
- Schedules and maintains Direct Scheduled Work Order program (DSW)
- Schedules and maintains Preventive Maintenance Program
- Works with automated work management systems
- Maintains Real Property Installed Equipment List (RPIE)
- Designs and produces reports from automated work management system as requested
- Maintains accurate records of all third-party support hours, CLIN hours, and all over and above work to be performed, and the hours used to perform the work
- Answers and logs all service calls
- Issues and closes work orders

## Qualifications for production control clerk

- 1 year experience in LMP that can include verifiable experience in record keeping, inventory, warehouse operations, maintenance logistics, office management or production control related to an enterprise reporting system
- Flexible schedule may require that candidates work flexible shifts at various times
- Computer literate (Microsoft Office Suite, particularly Excel) with

- Must possess the physical ability to perform the job while standing for long periods of time
- Ability to walk and stand regularly
- Ability to work outdoors in the heat and cold