



Example of Production Control Clerk Job Description

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Our company is growing rapidly and is looking to fill the role of production control clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for production control clerk

- Trains employees on procedures for daily timesheet preparation and checks for accuracy on a daily basis
- Assist craft personnel in assigned tasks
- Ensures subordinates time records reflect accurate hours worked on appropriate job activities
- Provide support and assist in many different departments
- Control all hardware movement on the production floor
- Maintain accurate hardware status throughout the manufacturing process
- Move hardware as required to various work stations in support of schedule
- Maintain communication channels with all manufacturing touch and support functional organizations
- Assist Production Control Manager with Preventative Maintenance program
- May provide IDIQ support and assistance

Qualifications for production control clerk

- Must be able to pass a pre-employment drug test and/or physical
- Conduct repairs in accordance with AR 750-1 and applicable TM's, generally acceptable commercial methods and industry best practices
- Ability to use Standard measuring Equipment Micrometers and Calipers
- Ability to lift, carry, and lift
- Ability to perform as a certified forklift operator to move large kits, palletized

