



# Example of Production Support Job Description

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Our innovative and growing company is hiring for a production support. 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 support

- Monitoring system health (ie
- Daily review and follow up activities associated with nightly production issues
- Assisting with ongoing Audit readiness
- Preparing and maintaining procedure documentation
- Assistance with production and UAT call logging
- Perform Shipping, Receiving, Delivery and Inventory daily departmental activities
- Follow all applicable SP's, QAP's, and procedures
- Load/ Unload trucks using fork truck, pallet jack, and/or hand truck as needed and according to all safety regulations
- Unpack crates and boxes, check items for accuracy and damage and document accordingly
- Accurately process all Jobscope system transactions related to Shipping, Receiving, and bin transferring

## Qualifications for production support

- Monitor flow of packaging quality correcting any issues with wrappers for seals, shippers open flaps, alignment and damage, temperatures for all sealing and proper code dates legibility and placement
- Test seals and other points to ensure package integrity (by hand and using equipment)

- 1+ years experience with HTTP or 1 year experience with SOAP or 1 year experience with REST web services
- 1+ years of experience with McAfee, PGP, Encryption or Symantec Security Tools
- Have strong technical knowledge