



# Example of Production Support Job Description

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Our company is growing rapidly and is looking to fill the role of production support. 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 support

- Showing traceability for part count
- Assist in controlling inventory accuracy
- Issue and receive finished good from all areas
- Investigate and solve inventory discrepancies
- Maintain company confidentiality in all dealings with delivery personnel vendors
- Run daily pick list
- Verify PO's in company computer systems to current job.(Part mark requirements, shipping tolerances, ...)
- Run shippers, credit shippers, bar codes and labels
- Take care of overage parts
- Fill out manifest on work orders to make sure all scrap is properly recorded

## Qualifications for production support

- BS or MS in Mechanical Engineering, Manufacturing Engineering or similar
- Communicate issues accurately to Team Captains/Maintenance team for prompt repair or preventing of a breakdown
- Act as a team lead ensuring that multiple Scrum teams are on track to meet agreed upon deadlines, escalating and tracking impediments as needed
- Exert a high degree of influence across the organization without positional authority

- At least 1 year of experience in Hardware