

Production Control Clerk – 2nd shift 3:00pm – 11:00pm

Reporting to the Production Control Manager, the Production Control Clerk will be responsible for ensuring customer orders and realistic delivery commitments are met. Generate work orders, compiles and records production data for program management to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production.

Duties and responsibilities

- Prepare bill of lading, packing slips and tags for shipments
- Database Entry
- Print and distribute EDI reports
- Ensure timely delivery of ASN
- Update and maintain daily shipping information
- Receive steel shipments and prepare tags
- Prepare miscellaneous shipments as needed
- Cross check trucking invoices
- Effectively communicate with customers to understand and facilitate their product demands
- Accurately help create daily shipping schedules to enable Production Control to report monthly production result and inventory balances used to report the operation and financial results.
- Develop material releases
- Help track and order all shipment supplies
- Verify all shipping information to ensure accuracy
- Enter inspection reports daily
- Proactively address and correct all unsafe behaviors and conditions

Qualifications

Qualifications include:

- Ability to work 2nd shift, 3pm-11pm
- Associates or bachelor's degree
- 3 to 5 years in manufacturing environment.
- Detail oriented
- Knowledge of material flow in a manufacturing environment. Understanding of Business Operations. Accuracy. Knowledge of Production Control and Logistics, Ability to Meet Deadlines. Steel, Forging, Automotive experience a plus, not required.

Working conditions

Requires working in open office with occasional visits to shop floor.

Direct reports

None