



PRODUCTION, PLANNING, & EXPEDITING CLERKS

Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule.

EDUCATION & SKILLS

- High school equivalency
- On-the-job training
- Associate's degree
- Entry level position with upward mobility
- Resource allocation
- Attention to detail

GENERAL TASKS

- Review and distribute production, work, and shipment schedules
- Compile reports on progress of work, inventory levels, costs, and production problems
- Confer with departments to determine progress of work

LEVEL UP

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