

Production Clerk



Become a Production Clerk

Production Clerks coordinate and create schedules and daily work flow plans. As well as the coordination of new orders for production and sales. This requires a highly organized individual to estimate the amount of time it takes for the production team to finish projects and coordinate workers' schedules. Production clerks may also be involved in the Quality Assurance process of product assembly.

As a Production Clerk you will need to know: How to compile detailed worksheets, estimate quantity of materials and labour, consult with Production Supervisors and other team members, coordinate and monitor the movement of parts and supplies, as well as prepare tracking data management and interact with customers and suppliers.



Start your college career today!

You will gain a solid education in:

- Supply Chain and Logistics
- Materials Management
- Scheduling
- Manufacturing Process
- Microsoft Office

This program includes a four-week co-op placement. Financial Aid, including monthly payment plans are available.

Be Job Ready in 23 Weeks.

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