

# Production Clerk

## Become a Production Clerk!

### Program type: Diploma

This program includes a four-week co-op placement.

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.

### You will gain a solid education in:

- Microsoft Office
- Supply chain and logistics
- Materials management
- Inventory control
- Basics of manufacturing
- Simply Accounting software

### Employment Opportunities

Graduates of this comprehensive program may work in a variety of environments, including manufacturing and shipping companies.

Career Options: Production Clerk, Production Scheduler, Expediter, Scheduling Clerk, Purchasing Clerk, Inventory Analyst, Inventory Planner, Procurement Clerk, Purchasing Clerk Assistant, Inventory Clerk

### Prerequisites

- Ontario Secondary School Diploma, General Education Diploma or Mature Student Status
- Successful interview with the Registrar

Create your financial security by learning these valuable skills that are needed in every community! Financial Aid, including monthly payment plans are available.



**Get Job Ready in 23 Weeks.**

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