



Position: Production Clerk

Job type: Full-time

Schedule: Monday to Friday (3:15 PM to 11:30PM)

Pay Rate: \$16.54

Location: Rockland County, NY

POSITION PURPOSE (RESPONSIBILITY)

A production clerk's job is to coordinate the flow of materials and work within a manufacturing facility, and to monitor the progress of production

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assists in the support of the Production Department
- Examining documents like work orders, production schedules, and staffing tables
- Meeting with department supervisors to discuss progress and make changes
- Recording production data such as raw material consumption, quality control measures, and volume produced
- Alert supervisor or manager of any production issue
- Inventory
- Handle and help resolve production issues
- Reinforce policies and rules with production employees.
- Other duties as assigned

DEPARTMENT/REPORTING RELATIONSHIPS

Production Coordinator, Manager and Plant Manager

QUALIFICATIONS

Education/Certification:	High School or GED certificate; College preferred.
Required Knowledge:	Excel, Word.
Experience Required:	1-2 years office experience
Skills/Abilities:	Computer and communication skills. Ability to work in manufacturing team environment.

Specific for the position

- Spanish Language (Conversational)
- Must be able to work independently under low supervision.
- Must be able to walk, move, lift, push and or pull up to 50 pounds, at least 50% of the time.

To be considered for this great career opportunity, please

Email your resume: radhycel.yunes@adeccona.com

Or call us @ 845-371-6300