



## **Production/Planning/Expediting Clerk**

### ***Nature of Work***

A production clerk coordinates and expedites the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems.

Work may also include scheduling workers and estimating costs; routing and delivering parts to ensure production quotas are met; scheduling shipment of parts; keeping inventory of material in departments; ensuring vendors ship merchandise on promised date; and writing special orders for services and merchandise.

**Production and planning clerks** also compile records and reports on various aspects of production, such as materials and parts used, products produced, machine and instrument readings, and frequency of defects.

**Expediting clerks** contact vendors and shippers to ensure that merchandise, supplies, and equipment are forwarded on the specified shipping dates.

### ***Education and Training***

Most employers prefer expediting clerks who have a high school diploma or GED. Those with a Bachelor's degree have a competitive advantage in the labor market. Expediting clerks receive on-the-job training, which involves observing experienced workers, performing daily tasks under supervision, and receiving feedback on their work. Those interested in working as an expediting clerk should take high school classes in arithmetic, algebra, statistics, economics, and accounting. Classes in computer applications and programming are also helpful.

### ***Wages (Average, State of Oregon, 2018)***

- **Hourly:** \$23.29
- **Annual:** \$48,428



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