



# PRODUCTION CO-ORDINATOR

*production officer, production clerk, production supervisor, procurement manager, production co-ordinator*

Production co-ordinators co-ordinate and expedite the flow of work and materials within an establishment, prepare work and production schedules and monitor the progress of production and construction projects. They are employed by manufacturing and construction companies, printing and publishing companies and other industrial establishments.

## KEY RESPONSIBILITIES



Production co-ordinators perform a wide range of technical functions.

- Prepare and maintain various reports on the progress of work, materials used, rates of production and other production information, using manual or computerized systems.
- Consult with production supervisor to schedule production runs in a cost and time-efficient manner
- Meet regularly with other production clerks, warehouse, production and construction supervisors and purchasing and inventory clerks to co-ordinate activities between warehouses and production floors or construction sites
- Estimate type and quantity of materials and labour required for production, construction and other projects
- Compile detailed worksheets and specifications from customer's order
- Co-ordinate and monitor logistics of the movement of parts, supplies and materials within an establishment and ensure that supplies, materials and products are shipped and received on schedule

## THIS JOB IS RIGHT FOR YOU IF:



- You want to live an oversized life in one of Canada's beautiful forest communities
- A sense of community is important to you
- You want to make a difference working in a green job
- You are a team player
- You are physically strong
- You want to work in hiking boots, not dress shoes

## EDUCATION AND TRAINING



Completion of secondary school is usually required and college may be required. Previous clerical experience or experience as a production worker may be required.

Here is a complete list of Canadian Universities and Colleges:  
[thegreenestworkforce.ca/education](http://thegreenestworkforce.ca/education)

### Notice

The requirements listed are generally required qualifications for this Career Type. The qualifications may vary based on the employer and/or the geographic location of that job.

## DARE TO COMPARE

See how much time and money you would save by moving to a forest community.

[thegreenestworkforce.ca/compare](http://thegreenestworkforce.ca/compare)

**If you want good pay, opportunities to learn on the job, a great lifestyle and the chance to work in Canada's Greenest Workforce, then the forest products industry is right for you.**