



## PRODUCTION CONTROL CLERK

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### **Job Responsibilities**

Production Control Clerk performs various production control activities including incorporating data into and maintaining structured systems, reporting on use of materials, monitoring customer orders, monitoring production schedules, and calculating production rates. The Production Control Clerk reports to the Assistant Supply Chain Manager.

- Fully participate in and support the Fulcrum Concepts Quality Management System
- Generate Requests for Quotes, Vendor Quotes, and Purchase Orders
- Generate job travelers for manufacturing orders
- Review templates for work orders and manufacturing orders
- Update job/manufacturing order templates
- Monitor job/manufacturing orders through their lifecycle and report delays including vendor deliveries, as well as any shortages
- Review, and verify stock availability to mitigate project delays
- Monitor and report purchase/manufacturing order costs and discrepancies
- Close job/work orders on the ERP
- Assist the Supply Chain Manager with tracking jobs/manufacturing orders through their lifecycle
- Periodically participate in production meetings
- Review released product drawings and update part revisions on the ERP
- Assist and participate in Fulcrum Concepts audits, as needed
- Modify existing Fulcrum Concepts procedures and forms as required
- Input new vendors, monitor, and update existing vendor information on the ERP
- Occasionally pickup and deliver products to vendors and customers as required
- Coordinate with shipping/receiving for the transport of components and assembly's to and from vendors for repairs and services
- Additional duties as assigned
- Communicate effectively
- Assist in planning and prioritizing projects and routine tasks
- Analyze current orders, upcoming orders and help identify potential bottlenecks and implement mitigation processes
- Use multi-tasking skills to provide a real-time daily status spreadsheet while accepting and closing out work requests

*Give me a lever long enough, and a fulcrum on which to place it, and I shall move the world - Archimedes*

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804.785.1017  
804.785.1081 [fax]



FulcrumConceptsLLC.com  
info@FulcrumConceptsLLC.com



1776 Patriot Way  
Mattaponi VA 23110

### **Knowledge and Experience**

- Read and understand engineering drawings and parts/items requirements
- Have a working knowledge of database use and report queries
- Working knowledge using Microsoft excel to create spreadsheets from ERP data
- Proficient knowledge of repair, manufacturing, and purchase order systems using an ERP
- Working knowledge of Microsoft Project

### **Physical Requirements**

- Ability to lift up to 50lbs
- Ability to operate in a clerical, office setting, routinely using standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.

### **Security Clearance Requirement**

- Subject to a security investigation and may need to meet eligibility requirements for access to classified information and a SECRET, TS, or TS/SCI clearance may be required as well.

### **Education**

- Requires a high school diploma or its equivalent
- Up to 1 year of general/clerical work experience
- Proficient in Microsoft Project, Excel, Word, Outlook, and PowerPoint
- Working knowledge of an enterprise resource planning (ERP) software
- Current driver's license

### **Benefits include:**

- 401(k) Safe Harbor Savings Plan
- Medical, Dental, and Vision Insurance Plans
- Short and Long Term and Disability
- Vacation and Sick Leave Packages
- 12 Paid Holidays each year
- 9/80 Work Schedule

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*The assigned personnel are responsible for the listed duties and responsibilities plus any other direction and responsibilities assigned by the Managing Members.*

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Fulcrum Concepts, LLC is a service disabled, veteran-owned, small business that provides innovative services and products to solve requirements for its customers. Fulcrum Concepts, LLC specializes in solutions for tactical aviation organizations and is structured to provide comprehensive solutions that begin with an initial requirement and end with fielded products. At Fulcrum Concepts, the unique combination of operational experience and a robust aerospace engineering capability enable the company to provide elegant, lightweight, enduring solutions for its customers.

Fulcrum Concepts, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Fulcrum Concepts, LLC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

