

## Production Control Clerk

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Company: Vectrus

Location: Kuwait

Category: other-general

### Overview

**\*\*This position is physically located in Kuwait in support of LOGCAP\*\***

Under supervision of the Production Control Lead, the Production Control Clerk serves as the centralized focal point for work order processing for all customer related equipment. Classifies work orders using the most current Army AIS currently (GCSS-Army) as the primary means of attaining Parts/Material in support of maintenance operations. Processes all work order requests, to include dispatches, emergency work orders, recoveries and related. Opens and closes work orders and ensure appropriate man-hours and parts are captured. Processes all work requests within a timely manner after receipt to ensure a high level of customer service.

### Responsibilities

This position job description is subject to change at any time as needed to meet the requirements of the program or company.

Monitors production for compliance with scheduling directives, cost factors, and standards

Collects and analyzes data necessary to manage resources

Monitors maintenance tasks and manhour accountability. Advises the status of workload and scheduling effectiveness; proposes corrective action for workload imbalances

May be required to prepare and present briefs on maintenance-related activities

Train users on job-related topics

Maintain the Production Schedule to accurately reflect due dates, and quantities for material release requirements, fabrication and assemblies, inspection and shipping, as well as actual completion dates. (.; open/close jobs, order parts, track parts, enter man-hours,

Performs other job duties as assigned.

## **Qualifications**

**Minimum Qualifications** Education/Certifications: One-year related experience may be substituted for one year of education, if degree is required.

**Education/Certifications:** Must be CAC eligible and/or able to obtain a Common Access Card (CAC) GCSS-A certification desired. If no certification, must successfully complete web base or in-person training courses within 90 days of assuming position. Must have valid US Passport. Must be US citizen. High School Diploma. Capable of effectively communicating technical information in English, both written and verbal

**Experience:** Military experience and training in Automated Information Systems desired. Related civilian experience will be accepted in lieu of military experience. GCSS-Army Knowledge preferred.

**Skills:** Must have familiarity with general office procedures, organizing material, and good housekeeping principles. Must have good working knowledge of the Army and/or contractor property accountability policies and procedures. Attention to detail with a high degree of accuracy is required. Intermediate proficiency in Word, Excel, and Outlook applications is required. High-level organizational and planning skills, so that workflow is managed efficiently and accurately is required. Ability to effectively respond to inquiries or complaints both verbally and in writing. Ability to effectively articulate information to management. Ability to use independent judgment in achieving assigned objectives. Ability to interpret statutes, regulations and guidelines; Skilled in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions; Comfortable managing large data sets;

Understanding of levels of potential risks and how to address each risk  
Maintain all organizational and professional ethical standards  
Ability to challenge current practices and provide feedback in a constructive manner with the goal of improving efficiency and operational excellence of the program;  
Skill in negotiating issues and resolving problems;  
and Strategic thinking.  
Ability to demonstrate sensitivity to the cultural/ethnic diversity of the service population and to be sensitive to the needs of special populations

**Working Conditions:** Must be capable of working in an extreme weather conditions with temperatures exceeding 120 degrees Fahrenheit. Indoor and/or outdoor environment with very adverse and harsh conditions (., hot, dry, duty, desert environment with average temperatures of 30 degrees in the winter and 130 degrees in the summer months). Includes some industrial production environment conditions as well.

**Physical Requirements:** Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Work may require heavy lifting, stooping, climbing, prolonged standing, prolonged sitting, and working with or in areas where a potential could exist for exposure to physical, chemical, or biological agents. Employee use of personal protective equipment (PPE) is required for some situations. PPE includes, but is not limited to, head, foot, torso, respiratory, vision, and hearing protective devices. Must comply with all Fire and Safety Regulations and post policies.

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