



Production, Planning, and Expediting Clerks

SOC Code 43-5061 • Projected Growth (2020) 5 %

Description

What Production, Planning and Expediting Clerks Do

Coordinate and expedite 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.

Duties

- Examine documents, materials, or products and monitor work processes to assess completeness, accuracy, and conformance to standards and specifications.
- Review documents, such as production schedules, work orders, or staffing tables, to determine personnel or materials requirements or material priorities.
- Confer with department supervisors or other personnel to assess progress and discuss needed changes.
- Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, or engineering.
- Confer with establishment personnel, vendors, or customers to coordinate production or shipping activities and to resolve complaints or eliminate delays.
- Record production data, including volume produced, consumption of raw materials, or quality control measures.
- Requisition and maintain inventories of materials or supplies necessary to meet production demands.
- Calculate figures, such as required amounts of labor or materials, manufacturing costs, or wages, using pricing schedules, adding machines, calculators, or computers.
- Distribute production schedules or work orders to departments.
- Compile information, such as production rates and progress, materials inventories, materials used, or customer information, so that status reports can be completed.

Training Opportunities Linked to Those Jobs

[\(Degree Types and Colleges/Universities\)](#)

How to Become a Production, Planning and Expediting Clerk

Education and Training

These occupations usually require a high school diploma.

Job Training

Employees in these occupations need anywhere from a few months to one year of working with experienced employees. A recognized apprenticeship program may be associated with these occupations.

Important Qualities

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Postsecondary Education

Texas Southmost College	South Texas College	Texas State Technical College	The University of Texas at Brownsville	The University of Texas - Pan American
Associates of Applied Science in Business Management Technology	Associates of Applied Science in Management	Certificate of Completion in Business Management Technology	Bachelors in Business Administration in Management	Bachelors of Business Administration in Management
Associates of Arts in Business		Certificate of Completion in Business Management Technology		

Local Employers

Abf Freight System Inc	La Feria	On Call Answering Svc	San Benito
Green & Rubliano Assoc	Harlingen	Port Isabel-South Padre Press	Port Isabel
Maximerica Media Inc	Brownsville	Street Style Magazine	Brownsville

Career Options

(Specific Job Types)

- Production Scheduler
- Planner
- Production Planner
- Production Manager
- Production Controller
- Production Planning Manager
- Scheduler
- Master Scheduler
- Production Control Coordinator
- Production Supervisor

Salary Ranges

Wages for **Production, Planning, and Expediting Clerks**

Location	Pay Period	2012				
		10%	25%	Median	75%	90%
United States	Hourly	\$12.32	\$15.91	\$21.03	\$26.73	\$33.02

Location	Pay Period	2012				
		10%	25%	Median	75%	90%
	Yearly	\$25,600	\$33,100	\$43,700	\$55,600	\$68,700
Texas	Hourly	\$10.66	\$14.53	\$20.06	\$26.72	\$34.27
	Yearly	\$22,200	\$30,200	\$41,700	\$55,600	\$71,300
Brownsville-Harlingen, TX MSA	Hourly	\$12.95	\$15.58	\$18.41	\$23.07	\$35.94
	Yearly	\$26,900	\$32,400	\$38,300	\$48,000	\$74,800

Professional Associations linked to the Careers

Not Available.

Sources

The information provided in this document was collected from the following sources:

- Occupational Outlook Handbook (<http://www.bls.gov/ooh/>)
- O*NET OnLine (<http://www.onetonline.org/>)
- Texas CARES (<http://www.texascaresonline.com/>)
- CareerOneStop (<http://www.careeronestop.org/>)



Course Overview: Focuses on careers in the planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water, and related professional and technical support services.

Production, Planning, and Expediting Clerks

Career Goal (O*NET Code): (43-5061) - Coordinate and expedite 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.

Student Name: _____

Grade: _____

School: _____

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

Middle School	8th	HS Courses:	Exploring Careers			<p>Curricular Experiences: Business Professionals of America Future Business Leaders of America SkillsUSA Technology Student Association</p> <p>Career Learning Experiences: Career Preparation Internship Job Shadowing</p>	<p>Extracurricular Experiences: Language Immersion Programs School Newspaper Student Government UIL Academic Competitions Yearbook</p> <p>Service Learning Experiences: Campus Service Organizations Community Service Volunteer Peer Mentoring / Peer Tutoring</p>
	9th	Core Courses*:	English I Algebra I or Geometry Biology	World Geography Foreign Language I Physical Education	Fine Arts		
		Career-Related Electives:	Principles of Transportation, Distribution and Logistics				
	10th	Core Courses:	English II Geometry or Algebra II Chemistry	World History Foreign Language II Elective	Elective		
		Career-Related Electives:	Energy, Power and Transportation Systems or Aircraft Technology				
	11th	Core Courses:	English III Algebra II Physics/Principles of Technology	United States History Foreign Language III** Professional Communications or Speech			
Career-Related Electives:		Transportation Systems Management or Logistics, Planning and Management Systems or Advanced Aircraft Technology					
12th	Core Courses:	English IV AP Calculus 4th Science	Government/Economics Fine Arts Elective				
	Career-Related Electives:	Advanced Aircraft Technology or Advanced Electronics or Practicum in Transportation, Distribution and Logistics					

COLLEGE CREDIT OPPORTUNITIES -- High School

Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated credit courses, if possible. List those courses that count for college credit on your campus.

How to Become a Production, Planning, and Expediting Clerk
 These occupations usually require a high school diploma.

Career Options:

Professional Associations:

Postsecondary	Texas Southmost College South Texas College Texas State Technical College			<ul style="list-style-type: none"> • Production Scheduler • Planner • Production Planner • Production Manager • Production Control Coordinator • Production Controller • Production Planning Manager • Scheduler • Master Scheduler • Production Supervisor 	
	Associates of Applied Science in Business Management Technology Associates of Arts in Business	Associates of Applied Science in Management	Certificate of Completion in Business Management Technology Certificate of Completion in Business Management Technology		
	University of Texas at Brownsville University of Texas - Pan American				
	Bachelors in Business Administration in Management Bachelors of Business Administration in Management				

*Students must meet local & state graduation requirements. ** Required coursework for Distinguished Graduation Plan (In addition to other measures). *** Based on campus availability. Students may select other elective courses for personal enrichment purposes.

This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2012. All plans meet high school graduation requirements as well as college entrance requirements.