

## Production, Planning, and Expediting Clerks

43-5061.00



**Description:** Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule.

### Other Resources:

[ONET Link](#)

[MyNextMove Link](#)

**Sample of Reported Job Titles:** Materials Coordinator, Materials Planner, Planner

### Job Zone

**Title:** 3 - Medium Preparation Needed

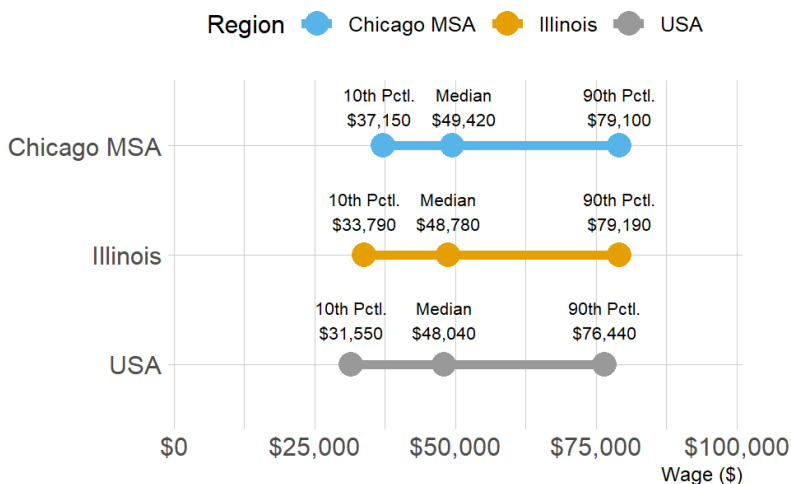
**Education:** Require training in vocational schools, related on-the-job experience, or an associate's degree.

**Experience:** Previous work-related skill, knowledge, or experience is required.

**Training:** One or two years of training involving both on-the-job experience and informal training with experienced workers needed. A recognized apprenticeship program may be associated with these occupations.

**Hot Technologies:** Adobe Systems Adobe Acrobat, Adobe Systems Adobe Illustrator, Adobe Systems Adobe InDesign, Adobe Systems Adobe Photoshop, Database software

Region	Employment	Location Quotient	Median Wage
Chicago MSA	7,570	0.69	\$49,420
Illinois	10,440	0.71	\$48,780
USA	367,200	—	\$48,040



### Top 5 Core Tasks According to Current Job Holders

**Importance**  
**Frequency (out of 100)**

Distribute production schedules or work orders to departments.

Daily 87

Review documents, such as production schedules, work orders, or staffing tables, to determine personnel or materials requirements or material priorities.

Daily 86

Requisition and maintain inventories of materials or supplies necessary to meet production demands.

Daily 86

Arrange for delivery, assembly, or distribution of supplies or parts to expedite flow of materials and meet production schedules.

Daily 83

Confer with department supervisors or other personnel to assess progress and discuss needed changes.

Daily 82