

# Material Recording Clerks

SOC: 43-5061 • Career Profile Report

## ■ Key Facts

\$46,120

Median Salary

75,800

Employment

-6.0%

Growth Rate

## ■ Requirements & Salary Range

Education: High school diploma

## ■ Automation Risk Assessment

**Medium Risk** - 50.0% probability of being automated in the next 10-20 years.

This job has some routine elements but still requires human judgment and interaction.

## ■■ Work-Life Balance

**6.3/10** - Good work-life balance

## ■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.8/10	Investigative	5.4/10
Artistic	4.0/10	Social	6.2/10
Enterprising	5.4/10	Conventional	9.2/10

## ■ Top Skills Required

Communication skills, Customer-service skills, Detail oriented, Math skills

### ✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

### ■ Challenges

- Burnout Risk
- Rapid Technological Change

## ■ What They Do

Material Recording Clerks typically perform the following tasks:

- Distribute production schedules or work orders to departments.
- 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.
- Review documents, such as production schedules, work orders, or staffing tables, to determine personnel or materials requirements or material priorities.
- Arrange for delivery, assembly, or distribution of supplies or parts to expedite flow of materials and meet production schedules.
- Confer with establishment personnel, vendors, or customers to coordinate production or shipping activities and to resolve complaints or eliminate delays.
- Requisition and maintain inventories of materials or supplies necessary to meet production demands.
- Confer with department supervisors or other personnel to assess progress and discuss needed changes.
- Plan production commitments or timetables for business units, specific programs, or jobs, using sales forecasts.
- Compile information, such as production rates and progress, materials inventories, materials used, or customer information, so that status reports can be completed.
- Examine documents, materials, or products and monitor work processes to assess completeness, accuracy, and conformance to standards and specifications.
- Compile and prepare documentation related to production sequences, transportation, personnel schedules, or purchase, maintenance, or repair orders.
- Calculate figures, such as required amounts of labor or materials, manufacturing costs, or wages, using pricing schedules, adding machines, calculators, or computers.
- Contact suppliers to verify shipment details.
- Record production data, including volume produced, consumption of raw materials, or quality control measures.
- Establish and prepare product construction directions and locations and information on required tools, materials, equipment, numbers of workers needed, and cost projections.
- Maintain files, such as maintenance records, bills of lading, or cost reports.
- Provide documentation and information to account for delays, difficulties, or changes to cost estimates.