Supervisors, Supply Chain, Tracking and Scheduling Co-ordination Occupations

Description

Supervisors in this unit group supervise and co-ordinate the activities of workers in the following unit groups: Shippers and Receivers (1521), Storekeepers and Partspersons (1522), Production Logistics Co-ordinators (1523), Purchasing and Inventory Control Workers (1524), Dispatchers (1525) and Transportation Route and Crew Schedulers (1526). They are employed throughout the public and private sectors.

Duties:

• Co-ordinate, assign and review the work of clerks engaged in the following duties: shipping, receiving, storing, distributing and maintaining inventories of materials, parts and products; processing purchasing transactions; coordinating production work; dispatching crews; scheduling transportation crews and routes; operating airport ramp servicing vehicles; and other related activities
• Plan, organize and oversee operational logistics of the organization, establish work schedules and procedures, resolve work-related issues, prepare and submit progress and other reports and co-ordinate activities with other supply-chain work units or departments
• Train workers in job duties, safety procedures and company policies
• Requisition supplies and materials
• Ensure smooth operation of computer systems, equipment and machinery and arrange for maintenance and repair work
• May perform the same duties as workers supervised.

Other titles:

• Inventory Control Supervisor
• Logistics Supervisor
• Dispatch Logistician
• Production Clerks Supervisor
• Flight Crew Scheduling Supervisor

(Government of Canada National Occupation Classification)

Skills

| Reading Comprehension | Active Listening | Monitoring | Administration and Management | Leadership | Attention to Detail |
Education/Training Requirements

Ontario Secondary School Diploma (OSSD)
- Completion of secondary school is usually required

Post-secondary diploma/degree
- Not required

Certification
- Several years of experience in the occupation supervised are usually required

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as supervisors in this unit group are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POR): $53,689  Average Wages and Salaries (POR): $56,416
Median Wages and Salaries (POW): $57,125  Average Wages and Salaries (POW): $56,289

Employment Prospects

<table>
<thead>
<tr>
<th>Industry (NAICS)</th>
<th>Jobs in Durham Region (POW)</th>
<th>Durham Region Residents Employed (POR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4841 General freight trucking</td>
<td>35</td>
<td>40</td>
</tr>
<tr>
<td>4931 Warehousing and storage</td>
<td>60</td>
<td>70</td>
</tr>
</tbody>
</table>

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority’s 2017 Sector Report)