

CAREER PROFILES

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

Supervisors in this working 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).

Wage/Salary Information:

\$53,200 is the median annual salary found in provincial job-postings.

\$20.50/hour is the median wage reported locally.

Commonly Listed Skills in Job Postings:

- Microsoft Office
- Oral and written communication
- Problem solving
- Detail oriented
- Freight
- Marketing
- Teamwork
- Work independently
- Organizational skills
- Management
- Time management
- Analytical skills
- Self-motivated
- Bilingual
- Inventory management
- Customer service oriented
- Creativity
- Interpersonal
- Leadership
- Multitasking
- Data entry
- Computer use
- Heavy equipment operation

Job Duties:

Supervisors in this area 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; co-ordinating production

work; dispatching crews; scheduling transportation crews and routes; operating airport ramp servicing vehicles, and other related activities. Supervisors in this area 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 or departments. They train workers in job duties, safety procedures, and company policies, and may perform the same duties as workers supervised. Supervisors in this area also requisition supplies and materials and ensure smooth operation of computer systems, equipment, and machinery and arrange for maintenance and repair work.

Working Conditions:

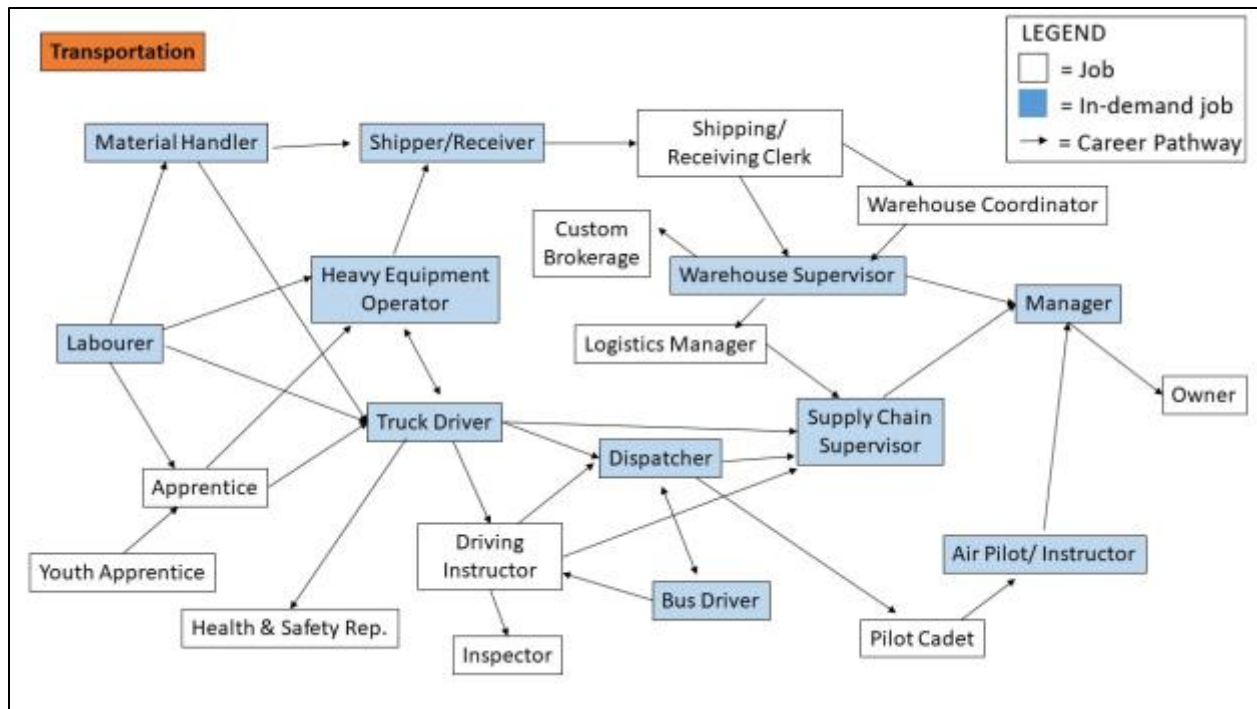
Work typically takes place in an indoor environment.

Career Pathways:

Progression to financial management positions is possible with experience. While these kinds of positions require a high degree of training and qualifications, workers must continually update their skills and pursue professional development.

Workers in this group are employed throughout the public and private sectors. Below are potential career pathways for Supervisors of co-ordination occupations:

- Dispatch Logistician
- Flight Crew Scheduling Supervisor
- Freight Forwarding Logistician
- Head Dispatcher
- Head Shipper
- Inventory Control Supervisor
- Logistics Supervisor – Transportation
- Parts Service Supervisor
- Ramp Services Supervisor – Airport
- Supply Control Co-Ordinator



Education and Training Pathways:

If you're interested in becoming a Supervisor of co-ordination occupations, you can acquire training/education locally at any of the following institutions.

St. Clair College:

Business Administration – International

Admission/Eligibility Requirements:

- OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program, or;
- Mature Student Status

Academic Credential: Three Year - Ontario College Advanced Diploma

Professional Certification: Unknown

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 3 years

Program Cycle: Unknown

Program Cost:

- Year 1: \$3,941.61
- Year 2: \$3,781.0
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

OSAP Eligible: Yes

Location: 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/busadmin_international/

International Business Management

Admission/Eligibility Requirements: Diploma or degree in a relevant field from a recognized college or university OR demonstrated competence through related work

Academic Credential: One Year - Ontario College Graduate Certificate

Professional Certification: Opportunity to write FITT certification upon completion of program

Attendance: In-person

Full-time or Part-time: Full-time

Program Length: 1 year graduate certificate

Program Cycle: 3 consecutive semesters

Program Cost: \$3,992.93 (2017/18)

OSAP Eligible: Yes

Location: 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

http://www.stclaircollege.ca/programs/postsec/international_bus_mgmt/

triOS College:

Supply Chain & Logistics

Admission/Eligibility Requirements:

- OSSD or Mature Student Status
- Entrance assessment must be successfully passed

Academic Credential: Unknown

Professional Certification: Canadian International Freight Forwarders Association (CIFFA) certification eligibility

Attendance: In-Person

Full-time or Part-time: Full-time

Program Length: 34 weeks (50 weeks with internship)

Program Cycle: Unknown

Program Cost: Unknown

OSAP Eligible: Unknown

Location: 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

<http://www.trios.com/career/?Section=SupplyChainAndLogistics>

***Disclaimer:** The educational institution reserves the right to change information without notice, and may result in discrepancies between their information and the information presented above. If any errors are found, please report them to info@workforcewindsorsex.com.*