

Careers in the Supply Chain

COURIER

National Occupational Classification Code – 1463

Alternative Titles:

- delivery person – courier service
- door-to-door distributor
- messenger
- newspaper carrier
- runner



Industry Description

Couriers, messengers and door-to-door distributors pick up and deliver letters, parcels, packages and other items within and between establishments. They are employed by courier service companies and other establishments throughout the private and public sectors.

General Job Description

Couriers deliver letters, parcels, packages and other items to residences and businesses.

Job Functions

Couriers, messengers and door-to-door distributors perform some or all of the following duties:

- Pick up packages and other items from customers, and deliver them by walking, cycling or driving within prescribed time periods.
- Keep record of items received and delivered using delivery information acquisition devices.

Physical Demands Analysis

- Frequently stand, walk, use hands, talk and hear.
- Maximum lifting/carrying required 5-70 lbs. (co-worker assistance)
- Maximum force pushing/pulling 5-75 lbs. (co-worker assistance)
- Frequent lifting – above/below shoulder work.
- Frequent bending/stooping. Occasionally required to squat/kneel/rotate/twist/balance.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust or focus.

Position Expectations

Essential Skills	
Reading Text	2
Document Use	2
Computation	2
Writing	1
Oral Communication	2
Thinking Skills	2
Working with Others	2
Computers	2
Continuous Learning	2

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

Salary Range

Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

Pre-employment Skills

- Completion of high school and/or equivalent work experience.
- Good and clean driving record.
- Course work, training or workshops in area.
- MHE/Forklift license/experience.
- Basic warehousing course.

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

Career Levels/Years of Experience

Career Levels	Position	Average Experience	
		From	To
10	Site Manager	7 years	
9	Operations Manager	5 years +	
8	Cross Functional Training	4 years +	
7	Area/Department Manager	4 years +	
6	Manager Trainee	4 years	
5	Team Leader (Supervisor)	3 years	
4	Team Leader Trainee Roles	2 years	4 years
3	Cross Functional	1 year	3 years
2	Clerical	3 months	3 years +
1	Courier	3 months	1 year+

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>
- Essential Skills – <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>