

Careers in the Supply Chain

EXPORT CLERK

National Occupational Classification Code – 1441

Alternative Titles:

- application clerk
- authorization clerk
- customs clerk
- documentation clerk
- office administration clerk



Industry Description

Export clerks compile, verify, record and process forms and documents such as applications, licences, permits, contracts, registrations and requisitions according to established procedures, guidelines and schedules.

General Job Description

Export Clerks ensure effective and efficient coordination of customs clearance between clients and brokerage service partners. Additionally, they act as a liaison between customers and service partners to ensure that client requirements are met.

Job Functions

- Audit customer invoices for completeness and accuracy.
- Prepare Power of Attorney and bond paperwork as required.
- Coordinate shipment with freight coordinator if required.
- Set up shipments for clearance at appropriate border crossing.
- Audit service-partner invoices for accuracy.
- Generate billing sheets.

Physical Demands Analysis

- Good-to-excellent physical condition
- Manual dexterity
- Ability to get along well with others
- Good communication skills

Position Expectations

Essential Skills	
Reading Text	2
Document Use	2
Computation	2
Writing	2
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 secondary school is usually required.
- Completion of college or other courses in business administration is usually required.

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
9	Site Manager	7 years	10 years+
8	Operations Manager	5 years +	6 years
7	Cross Functional Training	4 years +	5 years+
6	Area/Department Manager	4 years +	5 years+
5	Manager Trainee	4 years	5 years
4	Team Leader (Supervisor)	3 years	4 years+
3	Team Leader Trainee Roles	2 years	4 years
2	Cross Functional	3 months	3 years
1	Clerical	3 months	2 years

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>