

Careers in the Supply Chain

LAND TRANSPORT DISTRIBUTION COORDINATOR

National Occupational Classification Code – 1215

Alternative Titles:

- dispatch logistician
- flight crew scheduling supervisor
- freight forwarding logistician
- head dispatcher, head shipper
- inventory control supervisor
- logistics supervisor – transportation
- parts service supervisor
- production clerks supervisor
- ramp services supervisor – airport
- stock control supervisor, supervisor, receiving
- supply control coordinator



Industry Description

Land Transport Distribution Coordinators supervise and co-ordinate the activities of workers in the following unit groups: Shippers and Receivers (1471), Storekeepers and Parts Clerks (1472), Production Clerks (1473), Purchasing and Inventory Clerks (1474), Dispatchers and Radio Operators (1475) and Transportation Route and Crew Schedulers (1476). They are employed throughout the private and public sectors.

General Job Description

Land Transport Distribution Coordinators ensure delivery of freight and customer satisfaction by tracking freight movement, and processing and distribution documentation applicable to the movement of freight from origin to destination.

Job Functions

Land Transport Distribution Coordinators perform some or all of the following duties:

- Open job files by entering data into system, review customer delivery requirement for delivery of freight.
- Establish work schedules and procedures and co-ordinate activities with other work units or departments.
- Resolve work-related problems and prepare and submit progress and other reports
- Train workers in job duties, safety procedures and company policies.
- Print and distribute documentation to relevant parties. Verify and coordinate transit of freight to final destination.
- Liaise with customers and other departments, invoice customers. Review and pay freight bills and close files.
- Ensure smooth operation of computer systems, equipment and machinery, and arrange for maintenance and repair work.
- May perform the same duties as workers supervised.

- Audit outgoing product count to ensure order is complete and account for in the inventory system.
- Monitor inventory movement within the warehouse to ensure product is tracked and accounted for accurately.
- Audit incoming product to ensure paperwork matches delivered product and inventory is updated.
- Perform inventory counts as required (including month-end and year-end inventory counts).
- Reconcile inventory counts to book balance and take corrective action as required.
- Responsible for neatness and accuracy of all paperwork and ensuring that all company policies and procedures are followed.
- Maintain assigned work area in a neat, clean and orderly fashion at all times.

Physical Demands Analysis

Good-to-excellent physical condition
 Supervisory skills
 Ability to clearly communicate with workers
 Good communications skills

Position Expectations

Essential Skills	
Reading Text	3
Document Use	3
Computation	2
Writing	1
Oral Communication	2
Thinking Skills	2
Working with Others	3
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.
- Several years of experience in the occupation supervised are 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
7	Site Manager	7 years	
6	Operations Manager	5 years +	
5	Cross Functional Training	4 years +	
4	Area/Department Manager	4 years +	
3	Manager Trainee	4 years	
2	Team Leader (Supervisor)	3 years	
1	Coordinator	2 years	4 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>