

Careers in the Supply Chain

DAMAGE CLERK

National Occupational Classification Code – 9619

Alternative Titles:

- warehouse worker
- damage packer
- parcel marker, labourer
- packager, sorter



Industry Description

Damage Clerks perform material handling, clean-up, packaging and other elemental activities in processing, manufacturing and warehousing.

General Job Description

Damage Clerks' primary objective is to ensure that packaging is done in a professional manner. They process damages and complete paperwork on other operational duties as required.

Job Functions

Damage Clerks perform some or all of the following duties:

- Repack damages and process paperwork
- Enter data on damage-tracking database
- Produce and distribute reports
- Co-ordinate with salvage company for regular pick-ups
- Keep damage area clean on daily basis
- Look after label control, inventory adjustments, various other Quality Assurance functions

Physical Demands Analysis

- Organizational skills, flexibility
- PC skills: Access, Word, Excel
- Good interpersonal skills, team player
- Experience in repacking damages

Position Expectations

Essential Skills	
Reading Text	1
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 secondary school is usually required.
- Previous clerical experience or experience as a production worker may be 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
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	Clerk	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>