

# Careers in the Supply Chain

## **LOSS PREVENTION AND SAFETY MANAGER**

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**National Occupational Classification Code – 0114**

**Alternative Titles:**

- manager, security manager, support services
- records administrator
- regional administrative manager
- business manager, non-profit organization
- chief, administrative services
- inventory control manager
- manager, administrative services



### **General Job Description**

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Loss Prevention and Safety Managers are responsible for developing, communicating and implementing loss-prevention programs, policies and procedures that reduce the company's exposure to loss of property and assets. This position is also responsible for ensuring the thorough investigation of all losses.

### **Job Functions**

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Loss Prevention and Safety Managers perform some or all of the following duties:

- Plan, organize, direct, control and evaluate the operations of a department of their department.
- Direct and advise staff in their department.
- Prepare reports for management.
- Interview, hire and oversee training for staff.

### **Physical Demands Analysis**

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- There is a frequent need to exert mental effort, including prioritizing multiple demands and projects, and unpredictable demands for assistance from management and employees.
- Work within deadlines that are competing and unpredictable. Must handle frequent interruptions and respond immediately to loss incidents.
- May work in a plant under conditions of moderate risk of injury – regularly exposed to noise and equipment.
- Frequent interruptions, often irregular hours depending on issues.

## Position Expectations

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Essential Skills	
Reading Text	2
Document Use	3
Computation	2
Writing	2
Oral Communication	2
Thinking Skills	2
Working with Others	3
Computers	1
Continuous Learning	3

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

## Salary Range

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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

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- A bachelor's degree or college diploma in business administration or a related administrative services field is usually required.
- Several years of experience at a professional level in business administration, finance or administrative services are usually required.
- An Associate of the Institute of the Chartered Secretaries and Administrators (ACIS), Fellow of the Institute of Chartered Secretaries and Administrators (FCIS) or a Professional Administrator (P Adm) designation may be required for some occupations in this group.

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

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Career Levels	Position	Average Experience	
		From	To
3	Vice President	7 years	10 years+
2	Director	5 years +	6 years
1	Manager	4 years +	5 years+

## References

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- 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>