

# Careers in the Supply Chain

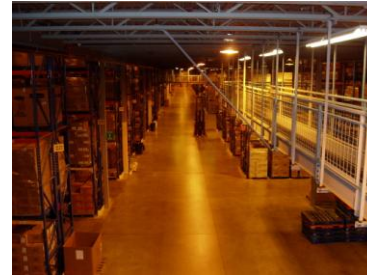
## **STOREKEEPER AND PARTS CLERK**

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**National Occupational Classification Code – 1472**

### **Alternative Titles:**

- material keeper
- parts clerk, parts supplier
- partsperson, ship storeman/woman
- storekeeper



### **Industry Description**

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Storekeepers and parts clerks sort, store and issue parts and supplies for use by the establishment in which they work and for sale to the public. They are employed by manufacturing companies, warehouses, retail and wholesale establishments, mining, forestry and construction companies, repair shops, hospitals and other establishments, and the armed forces.

### **General Job Description**

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Storekeepers store items in an orderly and accessible manner in a warehouse, tool room, supply room or other area.

### **Job Functions**

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Storekeepers and parts clerks perform some or all of the following duties:

- Receive and sort incoming parts and supplies.
- Process incoming requisitions and issue or distribute parts and supplies for internal usage.
- Maintain records of orders and the amount, kind and location of parts and supplies on hand using manual or computerized inventory system.
- Prepare requisition orders to replenish parts and supplies.
- Sell spare and replacement parts for motor vehicles, machinery and equipment in a retail setting.
- Advise retail customers or internal users on appropriateness of parts, supplies or materials requested.

### **Physical Demands Analysis**

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- 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.
- Good-to-excellent physical condition

- Manual dexterity
- Ability to get along well with others
- Good communications skills

## Position Expectations

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Essential Skills	
Reading Text	2
Document Use	1
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

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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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- Completion of secondary school is usually required.
- Completion of a three-year apprenticeship program  
*or*  
Completion of specialized training in high school and a one-year college program for parts clerks may be required.
- Trade certification for partspersons is available, but voluntary, in all provinces and territories except Ontario.
- Trade certification for industrial engines and equipment partspersons is available, but voluntary, in British Columbia.
- For parts clerks, experience in a related clerical occupation or as a warehouse worker may be required.
- Interprovincial trade certification (Red Seal) is also available to qualified partspersons.

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
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	Storekeeper	3 months	1 year+

## 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>