

Production and Transportation Logistics Coordinators



Production and Transportation Logistics Coordinators monitor and facilitate the flow of goods and services between businesses, and to clients by performing administrative tasks and supervising supply chain activities. They are employed in a diverse set of environments, possessing a skill and tool set which can be used in administration, manufacturing, and service occupations, in addition to other roles within supply chain management. Furthermore, logistics coordinators share some of the traits observed in managerial roles, and could make for suitable managerial candidates.

Skills

Skills are developed through training and experience, and are the practical proficiencies someone possesses. The following are top key skills production and transportation logistics coordinators employ in their work:

1. Time Management
2. Critical Thinking
3. Monitoring
4. Active Listening
5. Coordination

Tasks

Tasks are the assigned duties that an occupational group performs in their daily work. The following are the tasks production and transportation logistics coordinators most regularly encounter:

1. Inspect shipments to ensure correct order fulfillment.
2. Package objects for shipping.
3. Prepare documentation for contracts, transactions, or regulatory compliance.
4. Store items.
5. Analyze shipping information to make routing decisions.

Technical Knowledge

Technical Knowledge is the understanding of theory and utility of modern tools in a work environment. The following tools are used by production and transportation logistics coordinators regularly:

1. Label making software
2. Materials requirements planning logistics and supply chain software
3. Optical character reader or scanning software
4. Word processing software
5. Procurement software

Abilities

Abilities refer to the innate faculties that allow workers to carry out tasks and activities. The following are the top abilities that production and transportation logistics coordinators possess:

1. Information Ordering
2. Inductive and Deductive Reasoning
3. Problem Sensitivity
4. Perceptual Speed
5. Oral and Written Comprehension and Expression

Skills Transferability Matrix

FOCAL's Skills Transferability Matrices analyze the transferability of an occupation across a multitude of other occupations on the basis of similarities in **skills, technical knowledge, tasks,** and **abilities** as outlined by the O*Net database. It aims to show workers how to leverage their skill set in changing occupations, planning a career path, and transitioning to other industries. It also assists policy makers and educators address changing skill sets and areas of opportunity for workforce entrants in developing industries. Employers can also use this tool in reskilling or upskilling workers to circumvent skills shortages, and reduce the hiring and training challenges.

Production and Transportation Logistics Coordinators					
Occupations	Skills	Technology	Tasks	Abilities	Total
Banking, insurance and other financial clerks	85%	71%	52%	85%	73%
General office support workers	80%	67%	54%	85%	71%
Survey interviewers and statistical clerks	84%	71%	14%	87%	64%
Purchasing and inventory control workers	88%	58%	23%	84%	63%
By-law enforcement and other regulatory officers, n.e.c.	85%	54%	32%	82%	63%
Other technical & co-ordinating occupations in broadcasting and the performing arts	87%	71%	8%	81%	61%
Airline ticket and service agents	82%	46%	30%	85%	61%
Ground & water transport ticket agents, service representatives and related clerks	82%	46%	30%	85%	61%
Insurance adjusters and claims examiners	84%	67%	0%	85%	59%
Computer network technicians	74%	75%	0%	85%	58%
Manufacturing managers	64%	88%	0%	81%	58%
Human resources professionals	70%	75%	0%	81%	56%
Graphic designers and illustrators	87%	54%	0%	80%	55%
Shippers and receivers	81%	50%	7%	74%	53%
Computer and information systems managers	62%	67%	0%	81%	53%

After scanning over 2,600 skills, technical competencies, tasks, and abilities of each of the 500 occupations as defined by the National Occupational Classification (NOC) system, a skills transferability matrix for production and transportation logistics coordinators is produced. In the matrix above, a high score is highlighted in green and indicates the high transferability potential of an attribute of an occupation with that of logistics coordinators. Lower or no transferability areas are marked in red. Logistics coordinators have a large scope of transferable occupations. Positions requiring strong communication skills and administrative knowledge such as financial clerks, office support workers and statistical clerks all share relatively high transferability with logistics coordinators. Some transferability is observed in roles within computer technology, but transferability to these roles is likely to require additional training and education. Logistics coordinators have modest upward transferability, with high technology and ability scores shared with human resource professionals and manufacturing managers. Low task transferability hints towards additional training necessary to prepare them for roles in management.

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