

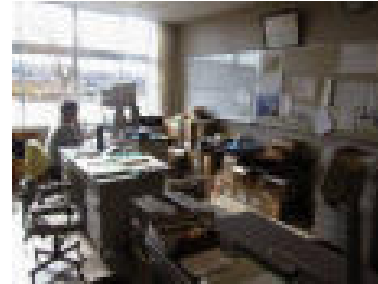
Careers in the Supply Chain

PRE-SETTLEMENT CLERK

National Occupational Classification Code – 1476

Alternative Titles:

- crew scheduler
- schedule analyst
- schedule writer
- driver scheduler



Industry Description

Pre-Settlement Clerks audit drivers' paperwork while face to face to guarantee completeness and proper order to ensure compliance with company standards.

General Job Description

Pre-Settlement Clerks' primary objective is to ensure the completeness and accuracy of drivers' daily route paperwork while enforcing company standards.

Job Functions

Pre-Settlement Clerks are responsible to:

- Assist, train and reinforce correct paperwork procedures with drivers.
- Ensure all invoices have signatures, match to the delivery store documents (DSDs) obtained and are all accounted for, notifying night settlement of issues.
- Verify all required DSDs have been turned in and proof of delivery is attached. Confirm DSD quantities and pricing match with CCE invoice. Follow company procedures for handling discrepancies.
- Identify, log, and follow up with paperwork issues (missing DSDs, signatures, stamps etc.)
- Ensure all handhelds have uploaded into route settlement, verifying all driver numbers were recorded properly while identifying and notifying night settlement of discrepancies.
- Identify and research driver cash and product discrepancies, notifying night settlement of issues.
- Prepare driver documentation for imaging.
- Verify cash log to BASIS report.
- Track missing invoices, routes, hotshots, etc.
- Other duties as assigned by Internal Control Manager.

Physical Demands Analysis

- This position requires confidentiality in dealing with client information and financial information of the company.
- Work within deadlines that are competing and unpredictable. Must handle frequent interruptions and inquiries from internal customers, client and vendors, while addressing problems within fixed customer-service and response standards.
- Frequent requirement for attention to detail; prolonged use of computer-terminal equipment, physical effort.

Position Expectations

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

- High-school diploma or G.E.D. equivalent required
- Good computer skills, including MS Word and MS Excel; MS Access a plus
- Excellent oral and written communication skills
- Good follow-through skills
- Strong attention to detail
- Sound judgment
- Accounting or route-settlement experience a plus
- Good organizational skills while multi-tasking
- Ability to work independently, as well as with management or route personnel to solve problems
- Flexibility and willingness to learn new systems
- Flexible working hours

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
9	Site Manager	7 years	
8	Operations Manager	5 years +	
7	Cross Functional Training	4 years +	
6	Area/Department Manager	4 years +	
5	Manager Trainee	4 years	
4	Team Leader (Supervisor)	3 years	
3	Team Leader Trainee	2 years	4 years
2	Lateral Movement	1 year	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/2006/Welcome.aspx>
- Essential Skills – http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml