

# Careers in the Supply Chain

## **ROUTE PLANNER**

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**National Occupational Classification Code – 1473**

**Alternative Titles:**

- expediter
- material estimator
- production clerk
- production co-ordinator
- production scheduler
- scheduling clerk
- traffic control clerk



## **Industry Description**

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Route Planners co-ordinate and expedite the flow of work and materials within an establishment, prepare work and production schedules and monitor the progress of production and construction projects.

## **General Job Description**

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Route Planners develop, maintain and continuously improve distribution systems by balancing work load by distribution type and focusing on efficiencies without compromising customer service.

## **Job Functions**

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Route Planners perform the following duties:

- Maintain the ongoing process of file maintenance, route planning, vend planning and merchandising planning.
- Keep the Basis system updated.
- Help maintain the highest quality of clean data and support.
- Utilize the Basis/Dispatch system.
- Assist Distribution Manager in identifying and developing solutions to operational issues.
- Perform various analytical tasks for both sales and delivery routes utilizing ATLAS, and other software including Microsoft Excel and Access.
- Review customer base and maintain proper allocation between telemarketing and advance sales outlets.
- Maintain and adjust outlet call and delivery frequencies.
- Create and maintain grid sequencing and stringing.

## Physical Demands Analysis

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- Good-to-excellent physical condition
- Manual dexterity
- Ability to get along well with others
- Good communication skills

## Position Expectations

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Essential Skills	
Reading Text	3
Document Use	3
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.

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## Pre-employment Skills

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- Must have high-school diploma or GED; college degree preferred
- Must have a solid understanding of sales, delivery and warehouse operations and their dependency on each other
- Must possess excellent reporting and analysis skills, as well as the ability to develop scenarios describing the cost/benefit of routing alternatives
- Must be able to demonstrate strong analytical, planning and organizational skills
- Must be able to demonstrate strong written and oral communication skills, and the ability to interface with all levels of management
- Must be self-motivated
- Must be able to travel (overnight will be required frequently)
- Minimum 2-3 years of experience in distribution, and planning processes.

*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	10 years+
9	Operations Manager	5 years +	6 years
8	Cross Functional Training	4 years +	5 years+
7	Area/Department Manager	4 years +	5 years+
6	Manager Trainee	4 years	5 years
5	Team Leader (Supervisor)	3 years	4 years+
4	Team Leader Trainee Roles	2 years	4 years
3	Lateral Movement	3 months	3 years
2	Clerical	3 months	2 years
1	Planner		1 year+

## References

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- 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](http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml)