National Occupational Classification

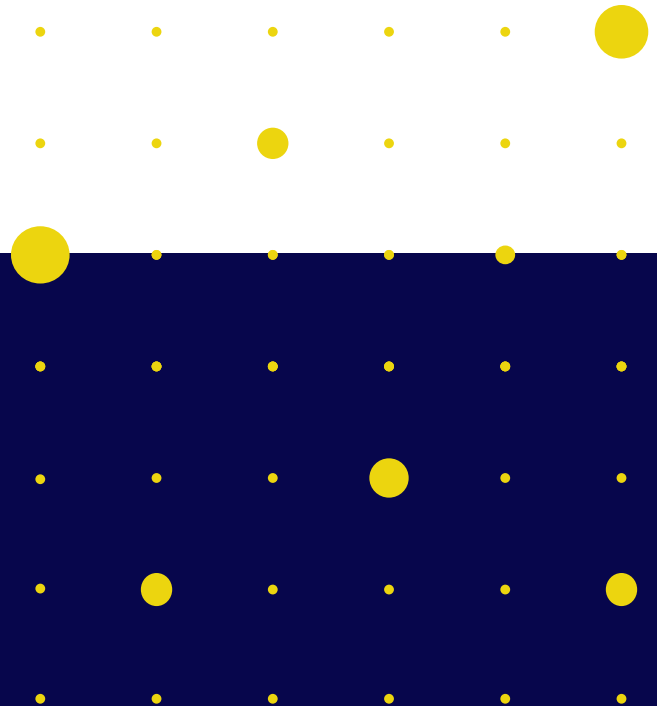## MAPPING GUIDE // 2016

April 2024

Prepared by

TruckingHR Canada

What is the National Occupation Classification (NOC) Mapping Guide?

The Legislated Employment Equity Program (LEEP) requires federally regulated private-sector employers with 100 or more employees to report employment equity-related data once a year. This includes identifying the appropriate NOC code for each employee in the WEIMS portal. There are 45 general NOC codes that organize and provide categories for different job titles.

This document acts as a NOC code mapping guide for trucking and logistics companies. It will help you determine which NOC codes best describe the jobs in your company, making the LEEP reporting process easier and more efficient.
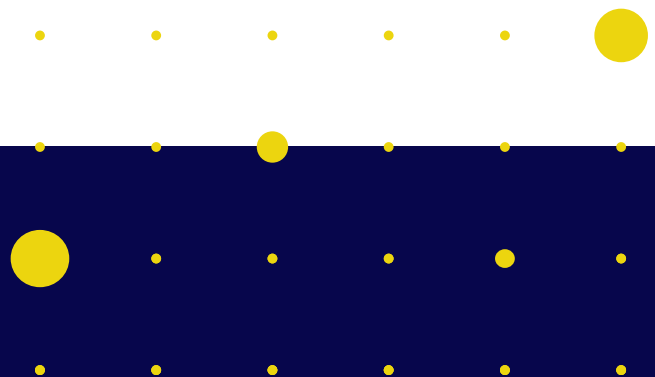
How does the NOC Mapping Guide Work?

Below you will find a table of contents outlining the NOC codes that are most relevant for the trucking and logistics industry, as well as a list of job titles under each code representing the range of job titles that could fall under that NOC code. The mapping guide is organized into 10 divisions: Senior management, operations, finance, business development sales and marketing, human resources, planning and engineering, information technology, legal, environment, and administration.

The best way to use the mapping guide is to use the control "f" function or similar shortcut on your computer to search the job title you are looking for. You may also use the table of contents to scroll to the division of the job you had in mind and look through the associated job titles to get a sense of the type of jobs that are included. This is especially helpful if you can't find the exact job title of the position in mind, as there are many examples provided. Once you find your preferred job title, or a job title that similar to the one your company uses, click on it and you will be taken to an explanation of the NOC code in this guide. This explanation allows you to verify that the NOC code description matches the job in question. Sometimes jobs with the same titles can mean very different things, which is why it is important to double check the description of the NOC code before including it in your report.

If you can't find an appropriate job title, try clicking on the NOC code header in the body of the document to visit the NOC website published by the Government of Canada. The descriptions in this Guide have been adapted for the trucking industry, but more detailed unit group characteristics can be found on the Government's site.

Please note that NOC codes do not distinguish between "manager" and "senior manager". If you have a job title that includes senior manager, look for the same title but without the "senior". Team lead and supervisor can be used interchangeably if they both supervise one or more employees.

List of NOC Codes & Job Titles

Top Management   16

0016 — SENIOR MANAGERS — CONSTRUCTION, TRANSPORTATION, PRODUCTION AND UTILITIES ·· 16

Owner

President

Executive Director

Chief executive officer (CEO)

Chief financial officer (CFO)

Chief operating officer (COO)

Chief marketing officer (CMO)

Chief human resources officer (CHRO)

Chief people officer (CPO)

Chief revenue officer (CRO)

Chief information officer (CIO)

Executive vice-president

Finance vice-president

Marketing vice-president

Operations vice-president

Regional vice-president

Vice-president of auditing/ internal audits

Vice-president of control

Vice-president of business development

Vice-president of sales

Vice-president of business solutions

Vice-president of communications

Vice-president of customer care

Vice-president of strategic development

Vice-president of engineering

Vice-president of IT

Vice-president of IT security

Vice-president of safety and compliance

Corporate controller

General manager

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0731 — MANAGERS IN TRANSPORTATION ································ 17

Director of logistics

Director of operations

Director of distribution

Director of integrated logistics programs

Director of transportation

Director of transportation management

Director of dispatch

Director of central planning

Director of maintenance

Director of project implementation

Director of distributions

Director of linehaul operations

Corporate director

Distribution and warehousing manager

Distribution and logistics manager

Distribution operations manager

Freight manager

Carrier relations manager

Freight logistics manager

General transportation manager

Global logistics manager

Integrated logistics manager

International traffic manager

Logistics analytics manager

Logistics manager — transportation

Logistics solution manager

Shipping and warehousing service manager

Transport department manager

Transportation fleet manager

Transportation logistics manager

Transportation manager

Operational reporting manager

Terminal manager

Service centre manager

General fleet manager

Operations manager

Dispatch manager

Warehouse operations management

Maintenance manager

Distribution manager

Purchasing manager

Quality control manager

Equipment control manager

Supply chain manager

Cross dock manager

Optimization manager

Linehaul manager

Transportation superintendent

Transborder manager

Freight forwarder

1215 — SUPERVISORS, SUPPLY CHAIN, TRACKING AND SCHEDULING CO-ORDINATION OCCUPATIONS

Dispatch logistician

Freight forwarding logistician

Head dispatcher

Head shipper

Inventory control supervisor

Logistics supervisor — transportation

Freight logistics supervisor

Operational reporting supervisor

Terminal supervisor

Service centre supervisor

General supervisor

Parts service supervisor

Production clerks supervisor

Receiving supervisor

Dispatch supervisor

Regional supervisor

Warehouse operations supervisor

Maintenance supervisor

Distribution supervisor

Service supervisor

Shipping supervisor

Supply control co-ordinator

7305 — SUPERVISORS, MOTOR TRANSPORT AND OTHER GROUND TRANSIT OPERATORS

Transit mobile inspector

Truck driver's foreman/woman

7511 — TRANSPORT TRUCK DRIVERS

Bulk goods truck driver

Dump truck driver

Flatbed truck driver

Heavy truck driver

Logging truck driver

Long haul truck driver

Moving van driver

Shunt truck driver

Tow truck driver

Tractor-trailer truck driver

Transport driver

Truck driver

Owner operator

Truck driver helper

Expediter

Production clerk

Production co-ordinator

Production scheduler

Scheduling clerk

Supply chain co-ordinator — production

Traffic control clerk

Logistics coordinator

Operations coordinator

Licensing coordinator

Tactical/functional analyst

Warehouse operations coordinator

Maintenance coordinator

Logistics specialist

Freight specialist

Operations specialist

Warehouse operations specialist

Maintenance specialist

Transport specialist

Project specialist

Freight receiver

Freight shipper

Import freight clerk

Receiver

Shipper

Shipper-receiver

Shipping agent

Shipping and receiving clerk

Supply chain assistant

Forklift truck operator

Freight handler (except air transport)

Material handler

Storage worker — material handling

Truck loader

Warehouseman/woman

Warehouse worker

Inbound/outbound freight co-ordinator

Freight specialist

Mobile equipment dispatcher

Tow truck dispatcher

Truck dispatcher

Utilities maintenance crew dispatcher

Dispatch coordinator

Dispatch specialist

Transit scheduler

Transportation schedules writer

Truck scheduler

0113 — PURCHASING MANAGERS

Contract manager

Procurement director

Purchasing contracts manager

Purchasing director

Supply chain logistics manager

1225 — PROCUREMENT AND PURCHASING AGENTS AND OFFICERS

Procurement coordinator

Purchasing coordinator

Procurement specialist

Purchasing specialist

Sourcing specialist

Procurement officer

Purchasing officer

Sourcing officer

Supply officer

Supply chain coordinator

Supply control coordinator

Finance

0111 — FINANCIAL MANAGERS

Controller

Assistant corporate controller

Director of accounting

Finance director

Tax director

Director of financial services

Director of finance operations

Director of risk management

Financial control manager

Financial planning and analysis manager

Internal audit services/audit manager

Accounting manager

Tax manager

Tax compliance manager

Invoicing manager

Credit manager

Financial planning manager

Finance manager

Treasurer

Financial administrator

Pension plans administrator

1212 — SUPERVISORS, FINANCE AND INSURANCE OFFICE WORKERS

Finance supervisor

Accounting supervisor

Accounts payable supervisor

Accounts receivable supervisor

Bank clerks supervisor

Billing supervisor

Bookkeeping supervisor

Claims adjusters supervisor

Collection supervisor

Credit supervisor

Payroll supervisor

Supervisor of accounting

1111 — FINANCIAL AUDITORS AND ACCOUNTANTS

Accountant

Chief accountant

Financial auditor

Income tax expert

Industrial accountant

Internal auditor

Claims accountant

Associate (Accounting)

Chartered financial analyst

Financial analyst

Financial services research associate

Financial planning analyst

Financial reporting analyst

Accounting bookkeeper

Accounting technician

Bookkeeper

Finance technician

Accounting clerk

Accounts payable clerk

Accounts receivable clerk

Audit clerk

Billing clerk

Budget clerk

Costing clerk

Deposit clerk

Finance clerk

Freight-rate clerk

Income tax return preparer

Invoice clerk

Ledger clerk

Tax clerk

Credits and collections clerk

Accounting assistant

Tax compliance clerk

Business Development, Marketing, & Sales   28

Director of advertising

Director of marketing

Director of business development

Director of media relations

Director of public relations

Director of Communications

Director of Business Solutions

Director of Sales

Advertising manager

Electronic business (e-business) manager

Fundraising campaign manager

Internet communications manager

Marketing manager

Business development manager

Sales manager

Promotions manager

Public relations director

Sales and marketing manager

Communications manager

Web communications manager

Web marketing manager

Customer care manager

Customer support manager

6552 — OTHER CUSTOMER AND INFORMATION SERVICES REPRESENTATIVES ·············· 31

Accounts information clerk

Complaints clerk — customer service

Contact centre agent — customer service

Customer service representative

Enquiries clerk

Information clerk — customer service

Order desk agent

Public relations clerk

Human Resources: 32

0112 — HUMAN RESOURCES MANAGERS ············· 32

Director of human resources

Director of people and culture

Director of recruitment

Director of workforce analytics

Director of payroll

Director of learning and organizational development

Director of talent acquisition

Director of diversity, equity, and inclusion

Director of personnel

Director of occupational health and safety

HR business partner

Employer-employee relations manager

Human resources manager

People and culture manager

Industrial relations manager

Occupational health and safety manager

Pay and benefits manager

Payroll manager

Recruitment manager

Talent acquisition manager

Diversity, equity, and inclusion manager

Onboarding manager

Pension manager

Personnel services manager

Personnel training and development manager

Staff relations manager

Health and safety executive

1121 — HUMAN RESOURCES PROFESSIONALS ············· 33

Human resources officer*

Employee relations officer

Employment equity officer

Human resources specialist

Pay and benefits specialist

DEI specialist

Classification specialist

Human resources coordinator

Compensation research analyst

Conciliator

Human resources consultant

Human resources generalist

Job analyst

Mediator

Union representative

Wage analyst

Training officer

Trainer

Human resources officer*

Staffing analyst

Recruitment coordinator

Personnel officer

Staffing coordinator

Talent acquisition coordinator

Recruitment specialist

Recruiter

Talent acquisition specialist*

Benefits officer — payroll administration

Pay and benefits clerk

Payroll officer

Pay clerk

Payroll administrator

Pay advisor

Payroll clerk

Pay and benefits administrator

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Heavy equipment mechanic foreman/woman

Heavy machinery assembly foreman/woman

Industrial mechanics supervisor

Transmission mechanic

Truck-trailer repairer

Mechanic technician

Truck and transport mechanic

Maintenance technician

Parts technician

Heavy equipment servicer (except mechanic)

Radiator installer — auto repair service

Spring installer

Tire repairer

Muffler installer

Shock absorber installer

Mechanic's helper

Information Technology   40

0213 — COMPUTER AND INFORMATION SYSTEMS MANAGERS ·············· 40

Director of software engineering

Director of IT security

Director of cyber security

Director of IT auditing

Director of IT business solutions

Director of IT projects

IT manager

Cloud development manager

IT auditing manager

Configuration manager

Business systems manager

Cloud architect manager

Cloud solutions architect manager

Computer systems manager

Data centre manager

Data processing and systems analysis manager

Data processing director

Electronic data processing (EDP) manager

Enterprise resource planning (ERP) manager

Information systems manager

Management information system (MIS) manager

Software development manager

Software engineering manager

Systems development manager

Technical delivery manager — information technology (IT)

Technical program manager — information technology (IT)

Infrastructure manager

Analytics manager

IT project manager

2147 — COMPUTER ENGINEERS (EXCEPT SOFTWARE ENGINEERS AND DESIGNERS) ··························· 41

Computer hardware engineer

Hardware development engineer

Hardware technical architect

Network infrastructure engineer

Network support engineer

Network test engineer

Systems designer — hardware

Telecommunications hardware engineer

Wireless communications network engineer

2173 — SOFTWARE ENGINEERS AND DESIGNERS ·································· 42

Application architect

Cloud infrastructure engineer

Cloud operations engineer

Computer software engineer

Embedded software engineer

Software architect

Software design engineer

Software design verification engineer

Software systems integration engineer

Software systems integration engineer

Software testing engineer

Telecommunications software engineer

Software technical architect

Software and information technology project manager

Software design project manager

Software project manager

Software designer

Full stack developer

Automation developer

Database developer

2174 — COMPUTER PROGRAMMERS AND INTERACTIVE MEDIA DEVELOPERS ································· 43

Application programmer

Business application programmer

Computer programmer

Electronic business (e-business) software developer

Interactive media developer

Multimedia developer

Operating systems programmer

Programmer analyst

Scientific programmer

Software developer

Software programmer

Systems programmer

Web programmer

Operating systems programmer

Programmer analyst

2281 — COMPUTER NETWORK AND TECHNICIANS ································· 43

Computer network technician

Data centre operator

Internet Web site technician

Network administrator

Network support technician

Network system administrator

Web technician

IT technician

2282 — USER SUPPORT TECHNICIANS ································· 44

Client support representative — systems

Computer help desk representative — systems

Computer help desk supervisor

Hardware installation technician

Hardware technical support analyst

Help desk technician

Software installation technician

Software technical support analyst

Systems support representative

Systems technical support analyst

Technical support analyst

Technical support supervisor

User support technician

2171 — INFORMATION SYSTEMS ANALYSTS AND CONSULTANTS ············· 45

Computer systems analyst

Informatics security analyst

Information systems business analyst

Information systems quality assurance (QA) analyst

Management information systems (MIS) analyst

Systems auditor

Systems security analyst

IT auditor

IT analyst

IT administrator

IT specialist

Business systems analyst

Business systems consultant

Information systems business analyst

Information technology (IT) business analyst

Business analyst

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Administration 47

Top Management

0016 — Senior managers — Construction, transportation, production and utilities

EXAMPLE TITLES :::

- Owner
- President
- Executive Director
- Chief executive officer (CEO)
- Chief financial officer (CFO)
- Chief operating officer (COO)
- Chief marketing officer (CMO)
- Chief human resources officer (CHRO)
- Chief people officer (CPO)
- Chief revenue officer (CRO)
- Chief information officer (CIO)

- Executive vice-president
- Finance vice-president
- Marketing vice-president
- Operations vice-president
- Regional vice-president
- Vice-president of auditing/internal audits
- Vice-president of control
- Vice-president of business development
- Vice-president of sales
- Vice-president of business solutions

- Vice-president of communications
- Vice-president of customer care
- Vice-president of strategic development
- Vice-president of engineering
- Vice-president of IT
- Vice-president of IT security
- Vice-president of safety and compliance
- Corporate controller
- General manager

How do I know if this is the right NOC Code?

These employees establish objectives for the company and formulate policies and programs to drive forward the success of the organization. They oversee departments and the senior staff that oversee those departments. They typically have control over human and financial resources such as staffing and budgeting. They are representatives of the company.

These employees typically have a university degree in commerce, business, or a related degree. They have several years of experience managing employees and have specializations regarding their field, such as an accounting designation for financial professionals.

Operations

0731 — Managers in transportation

EXAMPLE TITLES

- Director of logistics
- Director of operations
- Director of distribution
- Director of integrated logistics programs
- Director of transportation
- Director of transportation management
- Director of dispatch
- Director of central planning
- Director of maintenance
- Director of project implementation
- Director of distributions
- Director of linehaul operations
- Corporate director
- Distribution and warehousing manager
- Distribution and logistics manager
- Distribution operations manager

- Freight manager
- Carrier relations manager
- Freight logistics manager
- General transportation manager
- Global logistics manager
- Integrated logistics manager
- International traffic manager
- Logistics analytics manager
- Logistics manager — transportation
- Logistics solution manager
- Shipping and warehousing service manager
- Transport department manager
- Transportation fleet manager
- Transportation logistics manager
- Transportation manager
- Operational reporting manager

- Terminal manager
- Service centre manager
- General fleet manager
- Operations manager
- Dispatch manager
- Warehouse operations management
- Maintenance manager
- Distribution manager
- Purchasing manager
- Quality control manager
- Equipment control manager
- Supply chain manager
- Cross dock manager
- Optimization manager
- Linehaul manager
- Transportation superintendent
- Transborder manager
- Freight forwarder

How do I know if this is the right NOC Code?

Managers in transportation are employees that plan and provide direction regarding operations within a department or region in a trucking and logistics company. They oversee operations, policy adherence, and typically will have some influence on the company or department's budget. Oftentimes, their roles involve managing a team by recruiting new employees and overseeing their training. A bachelor's degree and several years of supervisory experience in the industry is usually a requirement for this role.

1215 — Supervisors, supply chain, tracking and scheduling co-ordination occupations

EXAMPLE TITLES :::

— Dispatch logistician

— Freight forwarding logistician

— Head dispatcher

— Head shipper

— Inventory control supervisor

— Logistics supervisor — transportation

— Freight logistics supervisor

— Operational reporting supervisor

— Terminal supervisor

— Service centre supervisor

— General supervisor

— Parts service supervisor

— Production clerks supervisor

— Receiving supervisor

— Dispatch supervisor

— Regional supervisor

— Warehouse operations supervisor

— Maintenance supervisor

— Distribution supervisor

— Service supervisor

— Shipping supervisor

— Supply control co-ordinator

How do I know if this is the right NOC Code?

These employees supervise, plan, assign and review the work of clerks engaged in the following duties: shipping, receiving, storing, distributing, and maintaining inventories of materials, parts and products; processing purchasing transactions; coordinating production work; dispatching crews; scheduling transportation crews and routes; and other related activities. They ensure compliance with policies, procedures for safety and security, standards and regulations in force and participate in their improvement. Most employees have completed a college or university program in business or supply chain and have several years of experience within their specialty.

7305 — Supervisors, motor transport and other ground transit operators

EXAMPLE TITLES

— Transit mobile inspector

— Truck driver's foreman/woman

How do I know if this is the right NOC Code?

Supervisors, motor transport, and other ground transit operators supervise and coordinate the work of truck drivers. They typically have had to complete high school and need several years of experience as a driver.

7511 — Transport truck drivers

EXAMPLE TITLES

— Bulk goods truck driver
— Dump truck driver
— Flatbed truck driver
— Heavy truck driver
— Logging truck driver

— Long haul truck driver
— Moving van driver
— Shunt truck driver
— Tow truck driver
— Tractor-trailer truck driver

— Transport driver
— Truck driver
— Owner operator

How do I know if this is the right NOC Code?

These truck drivers operate trucks and tractor-trailers both over short and long distances. They are required to have several certifications, such as Class 3/D license, Class 1 or A license, Air Brakes Endorsements, or TDG certifications, as well as require on the job training. Certain truck drivers do not fall into this category — If the driver in question supervises and coordinate the work of other truck drivers, see NOC 7305.

7622 — Railway and motor transport labourers

EXAMPLE TITLES ⠿

— Truck driver helper

How do I know if this is the right NOC Code?

These labourers assist truck and delivery drivers to load and unload vehicles and perform labouring duties in warehouses. Only some secondary school education is required.

1523 — Production logistics co-ordinators

EXAMPLE TITLES ⠿

— Expediter

— Production clerk

— Production co-ordinator

— Production scheduler

— Scheduling clerk

— Supply chain co-ordinator — production

— Traffic control clerk

— Logistics coordinator

— Operations coordinator

— Licensing coordinator

— Tactical/functional analyst

— Warehouse operations coordinator

— Maintenance coordinator

— Logistics specialist

— Freight specialist

— Operations specialist

— Warehouse operations specialist

— Maintenance specialist

— Transport specialist

— Project specialist

How do I know if this is the right NOC Code?

These employees plan and oversee the operational logistics of an organization's supply chain. They typically communicate regularly with production coordinators, warehouse and production supervisors, etc. to coordinate activities between warehouses and other departments. They coordinate and monitor logistics of the movement of parts, supplies and materials within an establishment and ensure that supplies, materials, and products are shipped and received on schedule. Typically, these positions require a post-secondary diploma that is around two years in length, in areas such as supply chain management or business.

1521 — Shippers and receivers

EXAMPLE TITLES

- Freight receiver
- Freight shipper
- Import freight clerk

- Receiver
- Shipper
- Shipper-receiver

- Shipping agent
- Shipping and receiving clerk
- Supply chain assistant

How do I know if this is the right NOC Code?

These employees determine the method of shipping and arrange shipping, performing administrative tasks such as invoices or shipping forms. They might oversee the loading or unloading of goods and inspect them against invoicing documents. They maintain records and keep computer systems up to date. Most have completed their high school education, and some experience in a similar clerical or warehouse position may be required.

7452 — Material handlers

EXAMPLE TITLES

- Forklift truck operator
- Freight handler (except air transport)
- Material handler

- Storage worker — material handling
- Truck loader
- Warehouseman/woman

- Warehouse worker

How do I know if this is the right NOC Code?

Material handlers handle, move, load, and unload materials by hand or using a variety of material handling equipment. These employees may have completed high school, but it is not necessary for the job.

1525 — Dispatchers

EXAMPLE TITLES

— Inbound/outbound freight co-ordinator

— Freight specialist

— Mobile equipment dispatcher

— Tow truck dispatcher

— Truck dispatcher

— Utilities maintenance crew dispatcher

— Dispatch coordinator

— Dispatch specialist

How do I know if this is the right NOC Code?

These employees process and transmit information and instructions to coordinate the activities of vehicle operators, crews, and equipment. They maintain vehicle operator work records, mileage, fuel use, repairs, etc. and generate reports. Typically, these employees have completed high school, and have undergone some informal on the job training.

1526 — Transportation route and crew schedulers

EXAMPLE TITLES

— Transit scheduler

— Transportation schedules writer

— Truck scheduler

How do I know if this is the right NOC Code?

These employees typically review schedule requisitions, passenger counts and cargo, running times, distances, personnel availability, and other pertinent information to establish schedule parameters. They might compile equipment and personnel records, including hours in service, distances, maintenance, repairs required and other data, to produce operating reports. Typically, these employees have completed high school and have several years of experience in transportation.

0113 — Purchasing managers

EXAMPLE TITLES :::

— Contract manager

— Procurement director

— Purchasing contracts manager

— Purchasing director

— Supply chain logistics manager

How do I know if this is the right NOC Code?

These employees usually plan, organize, direct, control, and evaluate the activities of a purchasing department and develop and implement the purchasing policies of a business or institution. They usually have a relevant bachelor's degree and several years of experience in supply chain management or purchasing.

1225 — Procurement and purchasing agents and officers

EXAMPLE TITLES :::

— Procurement coordinator

— Purchasing coordinator

— Procurement specialist

— Purchasing specialist

— Sourcing specialist

— Procurement officer

— Purchasing officer

— Sourcing officer

— Supply officer

— Supply chain coordinator

— Supply control coordinator

How do I know if this is the right NOC Code?

These employees source and purchase general and specialized equipment, materials, business services, and land or access rights for use or for further processing by their establishment. They typically have a bachelor's degree or college diploma, and might have certain supply chain certifications, depending on their role and location.

Finance

0111 — Financial managers

EXAMPLE TITLES

— Controller

— Assistant corporate controller

— Director of accounting

— Finance director

— Tax director

— Director of financial services

— Director of finance operations

— Director of risk management

— Financial control manager

— Financial planning and analysis manager

— Internal audit services/audit manager

— Accounting manager

— Tax manager

— Tax compliance manager

— Invoicing manager

— Credit manager

— Financial planning manager

— Finance manager

— Treasurer

— Financial administrator

— Pension plans administrator

How do I know if this is the right NOC Code?

These employees plan, organize, direct, control, and evaluate the operation of financial and accounting departments. They develop and implement the financial policies and systems of establishments. They might establish performance standards and prepare various financial reports for senior management. Most roles in this category have some involvement with managing a team, such as performing hiring, training, and supervisory activities. Most employees in this code have a bachelor's degree in business, or a related field, and potentially a specialized post-graduate degree or diploma in finance. Those who are certified accounting or finance professionals also require an accounting or financial designation.

1212 — Supervisors, finance and insurance office workers

EXAMPLE TITLES ⋮⋮

- Finance supervisor
- Accounting supervisor
- Accounts payable supervisor
- Accounts receivable supervisor

- Bank clerks supervisor
- Billing supervisor
- Bookkeeping supervisor
- Claims adjusters supervisor

- Collection supervisor
- Credit supervisor
- Payroll supervisor
- Supervisor of accounting

How do I know if this is the right NOC Code?

These employees typically implement efficient working processes and coordinate, assign and review the work of clerks engaged in the following duties: administering accounts payable and receivable; processing, verifying, and recording financial documents and forms; administering payrolls; processing, verifying and recording insurance claims and forms; and collecting user fees and payments on overdue accounts. They have typically completed a college program related to bookkeeping/accounting.

1111 — Financial auditors and accountants

EXAMPLE TITLES ⋮⋮

- Accountant
- Chief accountant
- Financial auditor

- Income tax expert
- Industrial accountant
- Internal auditor

- Claims accountant
- Associate (Accounting)

How do I know if this is the right NOC Code?

Financial auditors examine and analyze the accounting and financial records of individuals and establishments to ensure accuracy and compliance with established accounting standards and procedures. Accountants plan, organize, and administer accounting systems for individuals and establishments. Almost all accountants or financial auditors require a university degree and completion of their chartered designation (CPA, CMA, CA, etc).

1112 — Financial and investment analysts

EXAMPLE TITLES ⋮⋮⋮

— Chartered financial analyst

— Financial analyst

— Financial services research associate

— Financial planning analyst

— Financial reporting analyst

How do I know if this is the right NOC Code?

These employees collect and analyze financial information such as economic forecasts, trading volumes and the movement of capital, financial backgrounds of companies, historical performance and future trends of stocks, bonds, and other investment instruments to provide financial and investment or financing advice for their company or their company's clients. Their studies and evaluations cover areas such as takeover bids, private placements, mergers, or acquisitions. Most employees in these roles have a bachelor's degree in business or a related field, their Chartered Financial Analyst (CFA) designation, and/or a master's degree in business.

1311 — Accounting technicians and bookkeepers

EXAMPLE TITLES ⋮⋮⋮

— Accounting bookkeeper

— Accounting technician

— Bookkeeper

— Finance technician

How do I know if this is the right NOC Code?

Accounting technicians and bookkeepers maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services. They have typically completed at least a college program in a related field, combined with experience.

1431 — Accounting and related clerks

EXAMPLE TITLES ⋮⋮

- Accounting clerk
- Accounts payable clerk
- Accounts receivable clerk
- Audit clerk
- Billing clerk
- Budget clerk

- Costing clerk
- Deposit clerk
- Finance clerk
- Freight-rate clerk
- Income tax return preparer
- Invoice clerk

- Ledger clerk
- Tax clerk
- Credits and collections clerk
- Accounting assistant
- Tax compliance clerk

How do I know if this is the right NOC Code?

Accounting and related clerks calculate, prepare and process bills, invoices, accounts payable and receivable, budgets, and other financial records according to established procedures. These employees usually have completed some coursework related to accounting or have experience in the field.

Business Development, Marketing, & Sales

0124 — Advertising, marketing and public relations managers

EXAMPLE TITLES

— Director of advertising

— Director of marketing

— Director of business development

— Director of media relations

— Director of public relations

— Director of Communications

— Director of Business Solutions

— Director of Sales

— Advertising manager

— Electronic business (e-business) manager

— Fundraising campaign manager

— Internet communications manager

— Marketing manager

— Business development manager

— Sales manager

— Promotions manager

— Public relations director

— Sales and marketing manager

— Communications manager

— Web communications manager

— Web marketing manager

— Customer care manager

— Customer support manager

How do I know if this is the right NOC Code?

These employees typically plan, organize, direct, control and evaluate the activities of establishments and departments involved in commercial, industrial, and e-business advertising, marketing and public relations. They typically have a university degree or college diploma in a related field and have several years of experience in their line of work.

0601 — Corporate sales managers

EXAMPLE TITLES ⋮⋮

— Corporate sales manager

— National accounts manager — sales

— Regional sales manager

— Expansion manager

How do I know if this is the right NOC Code?

These employees plan, organize, direct, control and evaluate the activities of establishments and departments involved in commercial, industrial, institutional, e-business, wholesale, and retail sales. They organize regional and divisional sales operations and led sales team in building relationships with business clients and manage negotiations of sales contracts. Most of these employees have a university degree or college diploma specializing in business or sales, as well as with several years of experience in the field.

1123 — Professional occupations in advertising, marketing and public relations

EXAMPLE TITLES ⋮⋮

— Communications officer

— Communications specialist

— Digital marketing specialist

— Social media specialist

— Event marketing specialist

— Pricing specialist

— Information officer

— Media coordinator

— Marketing coordinator

— Business development coordinator

— Strategy coordinator

— Media relations officer

— Press secretary

— Public affairs officer

— Public relations officer

— Marketing officer

— Business development officer

— Marketing assistant

— Business development assistant

— Strategy assistant

— Communications assistant

How do I know if this is the right NOC Code?

These employees in advertising, marketing and public relations analyse, develop, and implement communication and promotion strategies and information programs, analyse advertising needs and develop appropriate advertising and marketing plans, publicize activities and events, and maintain media relations on behalf of businesses. Most employees have a university degree or college diploma in their field.

6411 — Sales and account representatives — wholesale trade (non-technical)

EXAMPLE TITLES

— Sales representative
— Sales agent
— Sales consultant
— Sales support specialist
— Carrier sales specialist

— Sales executive
— Account executive
— Account representative
— Lead generation coordinator
— Lead generation assistant

— Pricing coordinator
— Pricing assistant
— Pricing analyst

How do I know if this is the right NOC Code?

These employees identify and solicit potential clients and provide clients with presentations on the benefits and uses of goods or services. They estimate or quote prices, credit or contract terms, warranties, and delivery dates, and prepare or oversee preparation of sales or other contracts. They might review and adapt to information regarding product innovations, competitors, and market conditions. These employees typically have experience in sales and have completed high school. Some may have a university degree or college diploma.

6421 — Retail Salespersons

EXAMPLE TITLES

— Sales associate
— Salesperson

How do I know if this is the right NOC Code?

These employees sell, rent a range of technical and non-technical services directly to consumers. They typically estimate or quote prices, credit terms, trade-in allowances, warranties, and delivery dates, and maintain sales records for inventory control. They have a variety of different education and experience levels, ranging from a high school diploma to a university degree in business.

6552 — Other customer and information services representatives

EXAMPLE TITLES :::

— Accounts information clerk

— Complaints clerk — customer service

— Contact centre agent — customer service

— Customer service representative

— Enquiries clerk

— Information clerk — customer service

— Order desk agent

— Public relations clerk

How do I know if this is the right NOC Code?

These employees typically answer enquiries, provide information regarding an establishment's goods, services and policies, and provide customer services such as receiving payments and processing requests for services. Most of these employees have completed high school, and some have completed college and university. Some level of clerical or sales experience might be required.

Human Resources:

0112 — Human resources managers

EXAMPLE TITLES :::

— Director of human resources

— Director of people and culture

— Director of recruitment

— Director of workforce analytics

— Director of payroll

— Director of learning and organizational development

— Director of talent acquisition

— Director of diversity, equity, and inclusion

— Director of personnel

— Director of occupational health and safety

— HR business partner

— Employer-employee relations manager

— Human resources manager

— People and culture manager

— Industrial relations manager

— Occupational health and safety manager

— Pay and benefits manager

— Payroll manager

— Recruitment manager

— Talent acquisition manager

— Diversity, equity, and inclusion manager

— Onboarding manager

— Pension manager

— Personnel services manager

— Personnel training and development manager

— Staff relations manager

— Health and safety executive

How do I know if this is the right NOC Code?

These employees plan, organize, direct, control, and evaluate the operations of human resources and personnel departments, and develop and implement policies, programs and procedures regarding human resource planning, recruitment, collective bargaining, training and development, occupation classification and pay and benefit administration. They represent management and participate actively on various joint committees to maintain ongoing relations between management and employees. Typically, these employees have a relevant bachelor's degree, several years of experience in human resources, and hold their certified human resources designation.

1121 — Human resources professionals

EXAMPLE TITLES

- Human resources officer*
- Employee relations officer
- Employment equity officer
- Human resources specialist
- Pay and benefits specialist
- DEI specialist
- Classification specialist

- Human resources coordinator
- Compensation research analyst
- Conciliator
- Human resources consultant
- Human resources generalist

- Job analyst
- Mediator
- Union representative
- Wage analyst
- Training officer
- Trainer

How do I know if this is the right NOC Code?

These professionals develop, implement, and evaluate human resources and labour relations policies, programs and procedures and advise employers and employees on human resources matters. They typically have a university degree or college diploma and may have their Certified Human Resources designation.

*Note: This NOC code has overlapping titles with NOC 1223. Employees who fall into this NOC category typically are more focused on HR strategy. While they still may perform similar duties in 1223, such as recruiting, they focus on the bigger strategy within recruitment and other HR areas. These employees are more likely to have a university degree over a college diploma.

1223 — Human resources and recruitment officers

EXAMPLE TITLES

— Human resources officer*

— Personnel officer

— Recruitment specialist

— Staffing analyst

— Staffing coordinator

— Recruiter

— Recruitment coordinator

— Talent acquisition coordinator

— Talent acquisition specialist*

How do I know if this is the right NOC Code?

These employees perform either administrative HR processes, such as advising staff on policies, determining eligibility to benefits entitlements, and organizing training. Those who specialize in staffing and recruitment post job openings, review candidates, and perform screenings. Many of these employees have at least a college diploma in a related field, and some administrative experience.

*Note: This NOC code has overlapping titles with NOC 1121. Employees who fall into this NOC category typically are more focused on following pre-established HR processes, rather than developing HR strategies. For example, instead of creating a staffing strategy, they are the employees who screen, interview, and select candidates. These employees are more likely to have a college diploma over a university degree.

1432 — Payroll administrators

EXAMPLE TITLES

— Benefits officer — payroll administration

— Pay advisor

— Pay and benefits administrator

— Pay and benefits clerk

— Pay clerk

— Payroll clerk

— Payroll officer

— Payroll administrator

How do I know if this is the right NOC Code?

These employees usually collect, verify and process payroll information, determine pay and benefit entitlements for employees, maintain accurate payroll records, and provide payroll information within a department, company, or other establishment. They might have a college diploma or university degree in a related field or have a payroll certification.

Planning & Engineering

7301 — Contractors and supervisors, mechanic trades

EXAMPLE TITLES ⦂⦂⦂

— Heavy equipment mechanic foreman/woman

— Heavy machinery assembly foreman/woman

— Industrial mechanics supervisor

How do I know if this is the right NOC Code?

Contractors and supervisors in mechanic trades supervise, coordinate, and schedule maintenance activities of heavy equipment. They typically oversee the maintenance activities and train and oversee employees. Employees in this NOC code generally require several years of experience in the trade, as well as potentially a certification.

7321 — Automotive service technicians, truck and bus mechanics and mechanical repairers

EXAMPLE TITLES ⦂⦂⦂

— Transmission mechanic

— Truck and transport mechanic

— Truck-trailer repairer

— Maintenance technician

— Mechanic technician

— Parts technician

How do I know if this is the right NOC Code?

Truck mechanics adjust, repair, or replace parts and components of commercial transport truck or trailer systems including chassis, frame, cab, body, engine and drive train, air brakes, steering, and fuel, hydraulic, electrical and electronic systems. These roles typically require completion of high school and a transport mechanic apprenticeship, as well as their trade certification dependent on province. Red seal mechanics would also fall into this category.

7535 — Other automotive mechanical installers and servicers

EXAMPLE TITLES

— Heavy equipment servicer (except mechanic)

— Muffler installer

— Radiator installer — auto repair service

— Shock absorber installer

— Spring installer

— Tire repairer

How do I know if this is the right NOC Code?

These truck servicers perform truck and trailer maintenance but are not certified mechanics. For example, they might change engine oil and lubricate running gears or moving parts of the trucks, or install replacement mufflers, exhaust pipes, shock absorbers or radiators. They typically only require the completion of high school and a few weeks of on-the-job training.

7612 — Other trades helpers and labourers

EXAMPLE TITLES

— Mechanic's helper

How do I know if this is the right NOC Code?

These helpers or labourers primarily assist with the maintenance of the trucking and trailers in trucking organizations. They assist in repairing trucks and move tools, equipment, and other materials to and from work areas. They might be required to have a high school degree, and only a small amount of on-the-job training is required.

0211 — Engineering managers

EXAMPLE TITLES ⦂⦂⦂

- Director of engineering research and development
- Director of process engineering
- Director of engineering

- Director of process improvement (engineering)
- Electrical engineering manager
- Engineering department manager

- Engineering manager
- Production engineering manager
- Infrastructure manager
- Engineering project manager

How do I know if this is the right NOC Code?

These employees plan, organize, direct, control, and evaluate the activities of an engineering department. They typically assign, co-ordinate and review the technical work of the department or project teams. Most employees in this field have a bachelor's degree in engineering and extensive experience in the field, especially as a manager or supervisor.

2132 — Mechanical engineers

EXAMPLE TITLES ⦂⦂⦂

- Mechanical engineers

How do I know if this is the right NOC Code?

These employees typically research, design and develop machinery and systems for transportation. They also perform duties related to the evaluation, installation, operation, and maintenance of mechanical systems. Almost all of these employees have a bachelor's degree in engineering, and some may also have a master's degree or professional engineering designation/license.

2141 — Industrial and manufacturing engineers

EXAMPLE TITLES ⋮⋮⋮

— Industrial engineer

— Quality control engineer

— Safety engineer

— Business improvements engineer

How do I know if this is the right NOC Code?

Industrial and manufacturing engineers conduct studies and develop and supervise programs to achieve the best use of equipment, human resources, technology, materials, and procedures to enhance efficiency and productivity. Most of these employees will have a bachelor's degree in engineering and some have a master's degree and a professional designation/license.

2233 — Industrial engineering and manufacturing technologists and technicians

EXAMPLE TITLES ⋮⋮⋮

— Computer-assisted design/computer-assisted manufacturing (CAD/CAM) programmer

— Industrial engineering technician

— Industrial engineering technologist

— Loss prevention technologist — manufacturing

— Manufacturing technician

— Manufacturing technologist

— Planning technician

— Plastics manufacturing technician

— Pulp and paper manufacturing technologist

— Quality assurance technologist

— Scheduling technician — manufacturing

— Textile technologist

— Time study analyst

How do I know if this is the right NOC Code?

These employees may provide technical support and services in the development of production methods, facilities and systems, and the planning, estimating, measuring, and scheduling of work. Most have completed a college program related to technology, industrial engineering, and have certifications in industrial engineering through provincial regulatory bodies.

2172 — Database analysts and data administrators

EXAMPLE TITLES ⋮⋮⋮

— Data administrator

— Data custodian

— Data dictionary administrator

— Data warehouse analyst

— Database administrator (DBA)

— Database analyst

— Database architect

— Technical architect — database

— Analytics administrator

How do I know if this is the right NOC Code?

These employees use advanced analytics technologies, including machine learning and predictive modelling, to support the identification of trends, scrape information from unstructured data sources and provide automated recommendations. They typically have at least a university degree in computer science, computer systems, economics, data science, or data analytics.

Information Technology

0213 — Computer and information systems managers

EXAMPLE TITLES

- Director of software engineering
- Director of IT security
- Director of cyber security
- Director of IT auditing
- Director of IT business solutions
- Director of IT projects
- IT manager
- Cloud development manager
- IT auditing manager
- Configuration manager
- Business systems manager

- Cloud architect manager
- Cloud solutions architect manager
- Computer systems manager
- Data centre manager
- Data processing and systems analysis manager
- Data processing director
- Electronic data processing (EDP) manager
- Enterprise resource planning (ERP) manager
- Information systems manager
- Management information system (MIS) manager

- Software development manager
- Software engineering manager
- Systems development manager
- Technical delivery manager — information technology (IT)
- Technical program manager — information technology (IT)
- Infrastructure manager
- Analytics manager
- IT project manager

How do I know if this is the right NOC Code?

Computer and information systems managers plan, organize, direct, control and evaluate the activities of organizations that analyze, design, develop, implement, operate, and administer computer and telecommunications software, networks and information systems. They typically assemble and manage teams of information systems personnel to design, develop, implement, operate, and administer computer and information systems. They also can have control of the budget and expenditures of the department, company or project. Most have a bachelor's or master's degree in computer science or engineering, and several years of experience in relevant fields.

2147 — Computer engineers (except software engineers and designers)

EXAMPLE TITLES

— Computer hardware engineer

— Hardware development engineer

— Hardware technical architect

— Network infrastructure engineer

— Network support engineer

— Network test engineer

— Systems designer — hardware

— Telecommunications hardware engineer

— Wireless communications network engineer

How do I know if this is the right NOC Code?

These employees research, plan, design, develop, modify, evaluate, and integrate computer and telecommunications hardware and related equipment, and information and communication system networks including mainframe systems, local and wide area networks, fibre-optic networks, wireless communication networks, intranets, the internet and other data communications systems. Most of these employees will have a bachelor's degree in computer engineering or computer science, and some have a master's degree and a professional designation/license.

2173 — Software engineers and designers

EXAMPLE TITLES

- Application architect
- Cloud infrastructure engineer
- Cloud operations engineer
- Computer software engineer
- Embedded software engineer
- Software architect
- Software design engineer

- Software design verification engineer
- Software systems integration engineer
- Software systems integration engineer
- Software testing engineer
- Telecommunications software engineer
- Software technical architect

- Software and information technology project manager
- Software design project manager
- Software project manager
- Software designer
- Full stack developer
- Automation developer
- Database developer

How do I know if this is the right NOC Code?

Software engineers and designers research, design, evaluate, integrate, and maintain software applications, technical environments, operating systems, embedded software, information warehouses and telecommunications software. Most of these employees will have a bachelor's degree in computer engineering or computer science, and some have a master's degree and a professional designation/license.

2174 — Computer programmers and interactive media developers

EXAMPLE TITLES

— Application programmer

— Business application programmer

— Computer programmer

— Electronic business (e-business) software developer

— Interactive media developer

— Multimedia developer

— Operating systems programmer

— Programmer analyst

— Scientific programmer

— Software developer

— Software programmer

— Systems programmer

— Web programmer

— Operating systems programmer

— Programmer analyst

How do I know if this is the right NOC Code?

Computer systems developers and programmers write, modify, integrate, and test computer code for software applications, data processing applications, operating systems-level software and communications software. These employees typically have a university degree or college diploma in computer science with a focus in programming, or something similar.

2281 — Computer network and technicians

EXAMPLE TITLES

— Computer network technician

— Data centre operator

— Internet Web site technician

— Network administrator

— Network support technician

— Network system administrator

— Web technician

— IT technician

How do I know if this is the right NOC Code?

These employees typically establish, operate, maintain, and coordinate the use of local and wide area networks (LANs and WANs), mainframe networks, hardware, software and related computer equipment. Web technicians set up and maintain internet, extranet and intranet Web sites and Web-server hardware and software and monitor and optimize network connectivity and performance. Usually, these employees have completed some type of college or university program related to computers and web technology.

2282 — User support technicians

EXAMPLE TITLES ⦂⦂⦂

— Client support representative — systems

— Computer help desk representative — systems

— Computer help desk supervisor

— Hardware installation technician

— Hardware technical support analyst

— Help desk technician

— Software installation technician

— Software technical support analyst

— Systems support representative

— Systems technical support analyst

— Technical support analyst

— Technical support supervisor

— User support technician

How do I know if this is the right NOC Code?

User support technicians provide first-line technical support to computer users experiencing difficulties with computer hardware and with computer applications and communications software. Most of these employees have completed at least a college program related to computer science or network programming and may have certain software certifications.

2171 — Information systems analysts and consultants

EXAMPLE TITLES :::

- Computer systems analyst
- Informatics security analyst
- Information systems business analyst
- Information systems quality assurance (QA) analyst
- Management information systems (MIS) analyst

- Systems auditor
- Systems security analyst
- IT auditor
- IT analyst
- IT administrator
- IT specialist

- Business systems analyst
- Business systems consultant
- Information systems business analyst
- Information technology (IT) business analyst
- Business analyst

How do I know if this is the right NOC Code?

These employees analyze, test, and assess systems requirements, develop and implement information systems development plans, policies and procedures, and provide advice on a wide range of information systems issues. A bachelor's degree in computer science, computer systems engineering, software engineering, business administration or a related discipline or completion of a college program in computer science is usually required. Experience as a computer programmer is also usually required for these employees.

Environment

0212 — Architecture and science managers

EXAMPLE TITLES :::

— Director of environment

— Manager of environment & sustainability

How do I know if this is the right NOC Code?

These employees plan, organize, direct, control, and evaluate the research, development or production activities of a scientific research surrounding an organization's environmental impact. They develop and implement policies, standards and procedures, and assign, coordinate and review the applied scientific work of the department or project teams. These employees typically have a master's or doctoral degree in environmental sciences or related field.

Legal

4112 — Lawyers and Quebec notaries

EXAMPLE TITLES :::

— Lawyer

— Corporate counsel

— Legal advisor

How do I know if this is the right NOC Code?

These employees may perform administrative and management functions related to the practice of law, and plead cases before courts of law, tribunals, and boards. Primarily, they advise clients, or their employer of their legal rights and all matters related to law. Most legal practitioners require a university degree, and lawyers specifically require a law degree and are licensed by the governing law society of their province.

Administration

1211 — Supervisors, general office and administrative support workers

EXAMPLE TITLES :::

— Clerical supervisor

— Data entry supervisor

— Filing clerks supervisor

— Personnel clerks supervisor

— Records office supervisor

— Registry supervisor

— Switchboard operators supervisor

How do I know if this is the right NOC Code?

These supervisors supervise, coordinate, assign and review the work of clerks engaged in the following duties: word processing; record keeping and filing; operating telephones and switchboards; data entry; desktop publishing; and other activities involving general office and administrative skills. They establish work schedules and procedures and coordinate activities with other work units or departments. Most have completed high school or several college courses.

1222 — Executive assistants

EXAMPLE TITLES :::

— Executive Assistant

How do I know if this is the right NOC Code?

These employees coordinate administrative procedures, public relations activities and research and analysis functions for executives, senior management, committees, and boards of directors. These employees normally have completed high school, and some have a bachelor's degree with related administrative experience.

1221 — Administrative officers

EXAMPLE TITLES ⋮⋮⋮

— Administrative officer

— Administrative services coordinator

— Office administrator

— Office manager

— Administrative manager

— Office services coordinator

— Claims officer

— Administrative coordinator

— Project manager (non-technical)

How do I know if this is the right NOC Code?

These employees typically oversee and implement administrative procedures, establish work priorities, conduct analyses of administrative operations and coordinate acquisition of administrative services such as office space, supplies, and security services. Administrative officers who are supervisors are included in this unit group. Most of these employees have completed high school and may have a university degree or college diploma in a related field and have administrative experience.
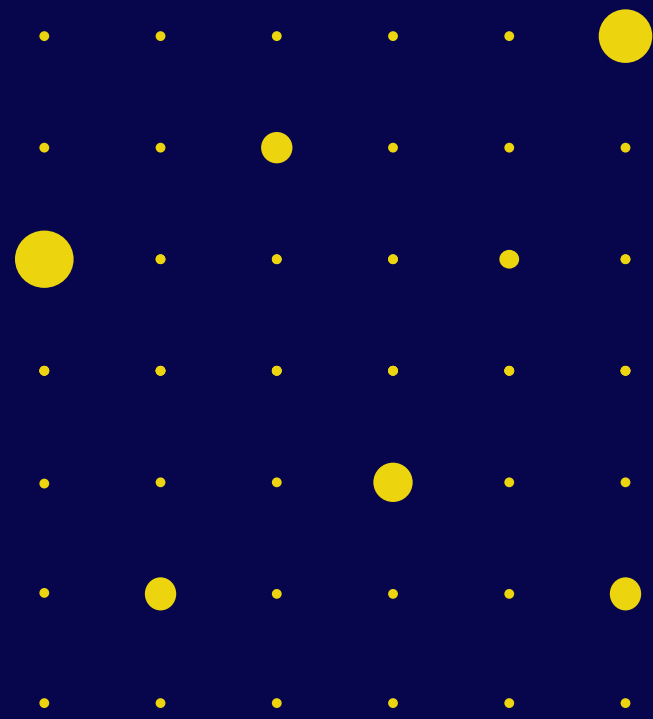
1241 — Administrative assistants

EXAMPLE TITLES ⋮⋮⋮

— Administrative assistant

— Executive secretary

— Office administrative assistant

— Private secretary

— Secretary

— Technical secretary

How do I know if this is the right NOC Code?

Administrative assistants perform a variety of administrative duties in support of managerial and professional employers. They typically perform scheduling, correspondence, and minute-taking activities, among other administrative tasks. They have typically completed high school and might have completed a short administrative program.

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For more information about this briefing or Trucking HR Canada, please contact us:

104-720 Belfast Rd.
Ottawa, Ontario
K1G 0Z5

(613) 244-4800
theteam@truckinghr.com
truckinghr.com