

National Occupational Classification

MAPPING GUIDE // 2021



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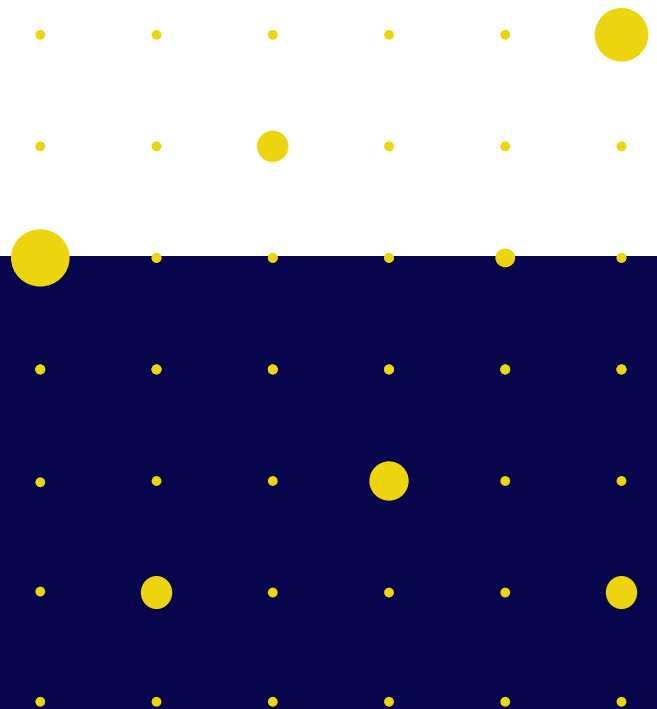
Prepared by



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.



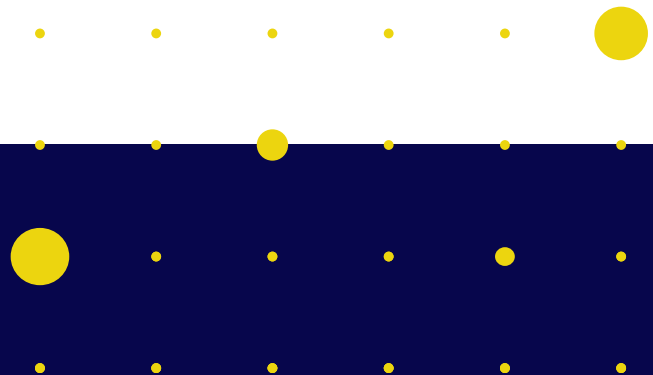
How does the NOC Mapping Guide Work?

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

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00015 – SENIOR MANAGERS CONSTRUCTION, TRANSPORTATION, PRODUCTION, AND UTILITIES 16

Owner	Executive vice-president	Vice-president of communications
President	Finance vice-president	Vice-president of customer care
Executive Director	Marketing vice-president	Vice-president of strategic development
Chief executive officer (CEO)	Operations vice-president	Vice-president of engineering
Chief financial officer (CFO)	Regional vice-president	Vice-president of IT
Chief operating officer (COO)	Vice-president of auditing/ internal audits	Vice-president of IT security
Chief marketing officer (CMO)	Vice-president of control	Vice-president of safety and compliance
Chief human resources officer (CHRO)	Vice-president of business development	Corporate controller
Chief people officer (CPO)	Vice-president of sales	General manager
Chief revenue officer (CRO)	Vice-president of business solutions	
Chief information officer (CIO)		

Operations

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70020: MANAGERS IN TRANSPORTATION 17

Director of logistics	Director of maintenance	Distribution operations manager
Director of operations	Director of project implementation	Freight manager
Director of distribution	Director of distributions	Carrier relations manager
Director of integrated logistics programs	Director of linehaul operations	Freight logistics manager
Director of transportation	Corporate director	General transportation manager
Director of transportation management	Distribution and warehousing manager	Global logistics manager
Director of dispatch	Distribution and logistics manager	Integrated logistics manager
Director of central planning		International traffic manager

Logistics analytics manager	Operational reporting manager	Purchasing manager
Logistics manager – transportation	Terminal manager	Quality control manager
Logistics solution manager	Service centre manager	Equipment control manager
Shipping and warehousing service manager	General fleet manager	Supply chain manager
Transport department manager	Operations manager	Cross dock manager
Transportation fleet manager	Dispatch manager	Optimization manager
Transportation logistics manager	Warehouse operations management	Linehaul manager
Transportation manager	Maintenance manager	Transportation superintendent
	Distribution manager	Transborder manager
		Freight forwarder

12013 – SUPERVISORS, SUPPLY CHAIN, TRACKING AND SCHEDULING COORDINATION OCCUPATIONS..... 18

Receiving supervisor	Service centre supervisor	Warehouse operations supervisor
Transportation logistics supervisor	General supervisor	Maintenance supervisor
Freight logistics supervisor	Field fleet supervisor	Distribution supervisor
Operational reporting supervisor	Operations supervisor	Service supervisor
Terminal supervisor	Dispatch supervisor	Shipping supervisor
	Regional supervisor	

72024 – SUPERVISORS, MOTOR TRANSPORT AND OTHER GROUND TRANSIT OPERATORS..... 18

Transit mobile inspector
Truck driver's foreman/woman

73300 – TRANSPORT TRUCK DRIVERS..... 19

Bulk goods truck driver	Long haul truck driver	Transport driver
Dump truck driver	Moving van driver	Truck driver
Flatbed truck driver	Shunt truck driver	Owner operator
Heavy truck driver	Tow truck driver	
Logging truck driver	Tractor-trailer truck driver	

75211 — RAILWAY AND MOTOR TRANSPORT LABOURERS..... 19

Truck driver helper

13201 — PRODUCTION AND TRANSPORTATION LOGISTICS COORDINATORS..... 20

Dispatch logistician	Warehouse operations coordinator	Operations specialist
Freight forwarding logistician	Maintenance coordinator	Warehouse operations specialist
Production coordinator	Licensing coordinator	Maintenance specialist
Production scheduler	Tactical/functional analyst	Project specialist
Logistics coordinator	Logistics specialist	Transport specialist
Freight coordinator	Freight specialist	Shipping specialist
Operations coordinator		

14400 — SHIPPERS AND RECEIVERS..... 21

Freight receiver	Receiver	Shipping agent
Freight shipper	Shipper	Shipping and receiving clerk
Import freight clerk	Shipper-receiver	Supply chain assistant

75101 — MATERIAL HANDLERS..... 21

Truck loader
 Materials handler
 Warehouse worker

14404 — DISPATCHERS..... 22

Truck dispatcher
 Dispatch coordinator
 Dispatch specialist

14405 — TRANSPORTATION ROUTE AND CREW SCHEDULERS..... 22

Transit scheduler
 Transportation schedules writer
 Truck scheduler

10012 — PURCHASING MANAGERS..... 23

Contract manager	Purchasing contracts manager	Supply chain logistics manager
Procurement director	Purchasing director	

12102 — PROCUREMENT AND PURCHASING AGENTS AND OFFICERS..... 23

Procurement coordinator	Sourcing specialist	Supply officer
Purchasing coordinator	Procurement officer	Supply chain coordinator
Procurement specialist	Purchasing officer	Supply control coordinator
Purchasing specialist	Sourcing officer	

Finance**24****10010 — FINANCIAL MANAGERS..... 24**

Controller	Financial control manager	Invoicing manager
Assistant corporate controller	Financial planning and analysis manager	Credit manager
Director of accounting	Internal audit services/audit manager	Financial planning manager
Finance director	Accounting manager	Finance manager
Tax director	Tax manager	Treasurer
Director of financial services	Tax compliance manager	Financial administrator
Director of finance operations		Pension plans administrator
Director of risk management		

12011 — SUPERVISORS, FINANCE AND INSURANCE OFFICE WORKERS..... 25

Finance supervisor	Bank clerks supervisor	Collection supervisor
Accounting supervisor	Billing supervisor	Credit supervisor
Accounts payable supervisor	Bookkeeping supervisor	Payroll supervisor
Accounts receivable supervisor	Claims adjusters supervisor	Supervisor of accounting

11100 — FINANCIAL AUDITORS AND ACCOUNTANTS..... 25

Accountant	Internal auditor	Claims accountant
Chief accountant	Income tax expert	
Financial auditor	Associate (accounting)	

11101 – FINANCIAL AND INVESTMENT ANALYSTS 26

Chartered financial analyst	Financial services research associate	Financial planning analyst
Financial analyst		Financial reporting analyst

12200 – ACCOUNTING TECHNICIANS AND BOOKKEEPERS 26

Accounting bookkeeper	Bookkeeper
Accounting technician	Finance technician

14200 – ACCOUNTING AND RELATED CLERKS 27

Accounting clerk	Costing clerk	Ledger clerk
Accounts payable clerk	Deposit clerk	Tax clerk
Accounts receivable clerk	Finance clerk	Credits and collections clerk
Audit clerk	Freight-rate clerk	Accounting assistant
Billing clerk	Income tax return preparer	Tax compliance clerk
Budget clerk	Invoice clerk	

Business Development, Marketing, & Sales 28**10022 – ADVERTISING, MARKETING AND PUBLIC RELATIONS MANAGERS 28**

Director of advertising	Director of public relations	Sales manager
Director of business development	Advertising manager	Business solutions manager
Director of marketing	Fundraising campaign manager	Communications manager
Director of sales	Internet communications manager	Customer care manager
Director of business solutions	Marketing manager	Customer support manager
Director of communications	Promotions manager	Sales and marketing manager
Director of customer care	Business development manager	Web communications manager
Director of media relations		Web marketing manager

60010 — CORPORATE SALES MANAGERS 29

Corporate sales manager	Regional sales manager
National accounts manager — sales	Expansion manager

11202 — PROFESSIONAL OCCUPATIONS IN ADVERTISING, MARKETING AND PUBLIC RELATIONS 29

Communications specialist	Media coordinator	Communication officer
Marketing specialist	Business development coordinator	Marketing officer
Digital marketing specialist	Strategy coordinator	Business development officer
Social media specialist	Communications coordinator	Marketing assistant
Communications specialist	Media relations officer	Business development assistant
Pricing specialist	Public relations officer	Strategy assistant
Marketing coordinator		Communications assistant

64101 — SALES AND ACCOUNT REPRESENTATIVES — WHOLESALE TRADE (NON-TECHNICAL) 30

Sales representative	Sales executive	Pricing coordinator
Sales agent	Account executive	Pricing assistant
Sales consultant	Account representative	Pricing analyst
Sales support specialist	Lead generation coordinator	
Carrier sales specialist	Lead generation assistant	

64100 — RETAIL SALESPERSONS AND VISUAL MERCHANDISERS 30

Sales associate
Salesperson

64409 — OTHER CUSTOMER AND INFORMATION SERVICES REPRESENTATIVES 31

Accounts information clerk	Contact centre agent — customer service	Customer service representative
Complaints clerk — customer service	Courtesy desk clerk	

Human Resources

32

10011 — HUMAN RESOURCES MANAGERS 32

Director of human resources	Director of occupational health and safety	Recruitment manager
Director of people and culture	HR business partner	Talent acquisition manager
Director of recruitment	Employer-employee relations manager	Diversity, equity, and inclusion manager
Director of workforce analytics	Human resources manager	Onboarding manager
Director of payroll	People and culture manager	Pension manager
Director of learning and organizational development	Industrial relations manager	Personnel services manager
Director of talent acquisition	Occupational health and safety manager	Personnel training and development manager
Director of diversity, equity, and inclusion	Pay and benefits manager	Staff relations manager
Director of personnel	Payroll manager	Health and safety executive

11200 — HUMAN RESOURCES PROFESSIONALS 33

Human resources officer*	Classification specialist	Job analyst
Employee relations officer	Human resources coordinator	Mediator
Employment equity officer	Talent acquisition coordinator*	Union representative
Human resources specialist	Compensation research analyst	Wage analyst
Pay and benefits specialist	Conciliator	Training officer
Talent acquisition specialist*	Human resources consultant	Trainer
DEI specialist	Human resources generalist	

12101 — HUMAN RESOURCES AND RECRUITMENT OFFICERS 34

Human resources officer*	Staffing analyst	Recruitment coordinator
Personnel officer	Staffing coordinator	Talent acquisition coordinator*
Recruitment specialist	Recruiter	Talent acquisition specialist*

13102 — PAYROLL ADMINISTRATORS 34

Benefits officer — payroll administration	Pay and benefits clerk	Payroll officer
Pay advisor	Pay clerk	Payroll administrator
Pay and benefits administrator	Payroll clerk	

Planning & Engineering 35**72020 — CONTRACTORS AND SUPERVISORS, MECHANIC TRADES 35**

Heavy equipment mechanic foreman/woman
Heavy machinery assembly foreman/woman
Industrial mechanics supervisor

72410 — AUTOMOTIVE SERVICE TECHNICIANS, TRUCK AND BUS MECHANICS AND MECHANICAL REPAIRERS 35

Transmission mechanic	Truck-trailer repairer	Mechanic technician
Truck and transport mechanic	Maintenance technician	Parts technician

74203 — AUTOMOTIVE AND HEAVY TRUCK AND EQUIPMENT PARTS INSTALLERS AND SERVICERS 36

Heavy equipment servicer (except mechanic)	Radiator installer — auto repair service	Spring installer
Muffler installer	Shock absorber installer	Tire repairer

75119 — OTHER TRADES HELPERS AND LABOURERS 36

Mechanic's helper

20010 — ENGINEERING MANAGERS 37

Director of engineering research and development	Director of process improvement (engineering)	Engineering manager
Director of process engineering	Electrical engineering manager	Production engineering manager
Director of engineering	Engineering department manager	Infrastructure manager
		Engineering project manager

21301 – MECHANICAL ENGINEERS 37

Mechanical engineers

21321 – INDUSTRIAL AND MANUFACTURING ENGINEERS 38

Industrial engineer

Quality control engineer

Safety engineer

Business improvements engineer

22302 – INDUSTRIAL ENGINEERING AND MANUFACTURING TECHNOLOGISTS AND TECHNICIANS 38Computer-assisted design/
computer-assisted
manufacturing (CAD/CAM)
programmerIndustrial engineering
technicianIndustrial engineering
technologistLoss prevention technologist –
manufacturing

Manufacturing technician

Manufacturing technologist

Planning technician

Plastics manufacturing
technicianPulp and paper manufacturing
technologist

Quality assurance technologist

Scheduling technician –
manufacturing

Textile technologist

Time study analyst

21211 – DATA SCIENTISTS 39

Data analyst

Data analytics specialist

Analytics administrator

Information Technology 40**20012 – 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	Management information system (MIS) manager	Technical delivery manager – information technology (IT)
Electronic data processing (EDP) manager	Software development manager	Technical program manager – information technology (IT)
Enterprise resource planning (ERP) manager	Software engineering manager	Infrastructure manager
Information systems manager	Systems development manager	Analytics manager
		IT project manager

21311 – COMPUTER ENGINEERS (EXCEPT SOFTWARE ENGINEERS AND DESIGNERS) 41

Computer hardware engineer	Network infrastructure engineer	Telecommunications hardware engineer
Hardware development engineer	Network support engineer	Wireless communications network engineer
Hardware technical architect	Network test engineer	
	Systems designer – hardware	

21231 – SOFTWARE ENGINEERS AND DESIGNERS 42

Application architect	Software architect	Software technical architect
Cloud infrastructure engineer	Software design engineer	Software testing engineer
Cloud operations engineer	Software design project manager	Telecommunications software engineer
Computer software engineer	Software design verification engineer	Software developer
Embedded software engineer	Software designer	Full stack developer
Mobile development led	Software project manager	Automation developer
Site reliability engineer	Software systems integration engineer	RPA developer
Software and information technology project manager		Database developer

21230 – COMPUTER SYSTEMS DEVELOPERS AND PROGRAMMERS 42

Computer programmer	Programmer analyst	Systems programmer
Operating systems programmer	Scientific programmer	

22220 – COMPUTER NETWORK AND WEB TECHNICIANS..... 43

Computer network technician	Network administrator	Web technician
Data centre operator	Network support technician	IT technician
Internet Web site technician	Network system administrator	

22221 – USER SUPPORT TECHNICIANS..... 43

Client support representative – systems	Hardware technical support analyst	Systems technical support analyst
Computer help desk representative – systems	Help desk technician	Technical support analyst
Computer help desk supervisor	Software installation technician	Technical support supervisor
Hardware installation technician	Software technical support analyst	User support technician
	Systems support representative	

21222 – INFORMATION SYSTEMS SPECIALISTS..... 44

Computer systems analyst	Management information systems (MIS) analyst	IT analyst
Informatics consultant	Systems auditor	Systems analyst
Information systems quality assurance (QA) analyst	Systems consultant	IT administrator
Information technology (IT) consultant	IT auditor	IT specialist

21221 – BUSINESS SYSTEMS SPECIALISTS..... 44

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

Environment**45****20011 – ARCHITECTURE AND SCIENCE MANAGERS..... 45**

Director of environment
Manager of environment & sustainability

Legal**45****41101 — LAWYERS AND QUEBEC NOTARIES 45**

Lawyer

Corporate counsel

Legal advisor

Administration**46****12010 — SUPERVISORS, GENERAL OFFICE, AND ADMINISTRATIVE SUPPORT WORKERS 46**

Clerical supervisor

Personnel clerks supervisor

Switchboard operator supervisor

Data entry supervisor

Records office supervisor

Filing clerks supervisor

Registry supervisor

12100 — EXECUTIVE ASSISTANTS 46**13100 — ADMINISTRATIVE OFFICERS 47**

Administrative officer

Office manager

Claims officer

Administrative services coordinator

Administrative manager

Administrative coordinator

Office administrator

Office services coordinator

Project manager (non-technical)

13110 — ADMINISTRATIVE ASSISTANTS 47

Administrative assistant

Office administrative assistant

Human resources administrator

Secretary

Top Management

00015 — 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

70020 — 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.

12013 — Supervisors, supply chain, tracking and scheduling coordination occupations

EXAMPLE TITLES : : :

- Receiving supervisor
- Transportation logistics supervisor
- Freight logistics supervisor
- Operational reporting supervisor
- Terminal supervisor
- Service centre supervisor
- General supervisor
- Field fleet supervisor
- Operations supervisor
- Dispatch supervisor
- Regional supervisor
- Warehouse operations supervisor
- Maintenance supervisor
- Distribution supervisor
- Service supervisor
- Shipping supervisor

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 speciality.

72024 — 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.

73300 — 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 #72024.

75211 — 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.

13201 — Production and transportation logistics coordinators

EXAMPLE TITLES : : :

- Dispatch logistician
- Freight forwarding logistician
- Production coordinator
- Production scheduler
- Logistics coordinator
- Freight coordinator
- Operations coordinator
- Warehouse operations coordinator
- Maintenance coordinator
- Licensing coordinator
- Tactical/functional analyst
- Logistics specialist
- Freight specialist
- Operations specialist
- Warehouse operations specialist
- Maintenance specialist
- Project specialist
- Transport specialist
- Shipping 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.

14400 — Shippers and receivers

EXAMPLE TITLES : : :

- Freight receiver
- Receiver
- Shipping agent
- Freight shipper
- Shipper
- Shipping and receiving clerk
- Import freight clerk
- Shipper-receiver
- 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.

75101 — Material handlers

EXAMPLE TITLES : : :

- Truck loader
- Materials handler
- 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.

14404 – Dispatchers

EXAMPLE TITLES : : :

- Truck 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.

14405 – 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.

10012 — 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.

12102 — 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

10010 — 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.

12011 — 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.

11100 — Financial auditors and accountants

EXAMPLE TITLES : : :

- Accountant
- Chief accountant
- Financial auditor
- Internal auditor
- Income tax expert
- Associate (accounting)
- Claims accountant

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).

11101 — 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 performances 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.

12200 — 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.

14200 — 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

10022 — Advertising, marketing and public relations managers

EXAMPLE TITLES : : :

- Director of advertising
- Director of business development
- Director of marketing
- Director of sales
- Director of business solutions
- Director of communications
- Director of customer care
- Director of media relations
- Director of public relations
- Advertising manager
- Fundraising campaign manager
- Internet communications manager
- Marketing manager
- Promotions manager
- Business development manager
- Sales manager
- Business solutions manager
- Communications manager
- Customer care manager
- Customer support manager
- Sales and marketing manager
- Web communications manager
- Web marketing 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.

60010 — 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, and 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.

11202 — Professional occupations in advertising, marketing and public relations

EXAMPLE TITLES : : :

- Communications specialist
- Marketing specialist
- Digital marketing specialist
- Social media specialist
- Communications specialist
- Pricing specialist
- Marketing coordinator
- Media coordinator
- Business development coordinator
- Strategy coordinator
- Communications coordinator
- Media relations officer
- Public relations officer
- Communication 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.

64101 — 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.

64100 — Retail salespersons and visual merchandisers

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.

64409 – Other customer and information services representatives

EXAMPLE TITLES : : :

- Accounts information clerk
- Complaints clerk – customer service
- Contact centre agent – customer service
- Courtesy desk clerk
- Customer service representative

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

10011 — 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.

11200 — Human resources professionals

EXAMPLE TITLES : : :

- Human resources officer*
- Employee relations officer
- Employment equity officer
- Human resources specialist
- Pay and benefits specialist
- Talent acquisition specialist*
- DEI specialist
- Classification specialist
- Human resources coordinator
- Talent acquisition 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 12101. Employees who fall into this NOC category typically are more focused on HR strategy. While they still may perform similar duties in 12101, 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.

12101 — 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 11200. 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.

13102 — 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

72020 — 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.

72410 — 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.

74203 — Automotive and heavy truck and equipment parts installers and servicers

EXAMPLE TITLES : : :

- Heavy equipment servicer (except mechanic)
- Radiator installer — auto repair service
- Spring installer
- Muffler installer
- Shock absorber 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.

75119 — 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.

20010 — 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.

21301 — 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 these employees have a bachelor's degree in engineering, and some may also have a master's degree or professional engineering designation/license.

21321 — 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.

22302 — 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.

21211 — Data scientists

EXAMPLE TITLES : : :

- Data analyst
- Data analytics specialist
- 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

2012 — 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.

21311 — 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.

21231 — Software engineers and designers

EXAMPLE TITLES : : :

- Application architect
- Cloud infrastructure engineer
- Cloud operations engineer
- Computer software engineer
- Embedded software engineer
- Mobile development led
- Site reliability engineer
- Software and information technology project manager
- Software architect
- Software design engineer
- Software design project manager
- Software design verification engineer
- Software designer
- Software project manager
- Software systems integration engineer
- Software technical architect
- Software testing engineer
- Telecommunications software engineer
- Software developer
- Full stack developer
- Automation developer
- RPA 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.

21230 — Computer systems developers and programmers

EXAMPLE TITLES : : :

- Computer programmer
- Operating systems programmer
- Programmer analyst
- Scientific programmer
- Systems programmer

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.

22220 — Computer network and web 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.

22221 — 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.

21222 — Information systems specialists

EXAMPLE TITLES : : :

- Computer systems analyst
- Informatics consultant
- Information systems quality assurance (QA) analyst
- Information technology (IT) consultant
- Management information systems (MIS) analyst
- Systems auditor
- Systems consultant
- IT auditor
- IT analyst
- Systems analyst
- IT administrator
- IT specialist

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

Information systems specialists 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.

21221 — Business systems specialists

EXAMPLE TITLES : : :

- 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?

Business systems specialists perform detailed system tests, produce reports, and develop new system architectures. They must also identify the strategic objectives of a company and translate these objectives into achievable tasks for an organization's information technology department. These employees typically require a bachelor's degree in a related field.

Environment

20011 — 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

41101 — 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

12010 — 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 operator 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.

12100 — Executive assistants

EXAMPLE TITLES : : :

- a. 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.

13100 — 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.

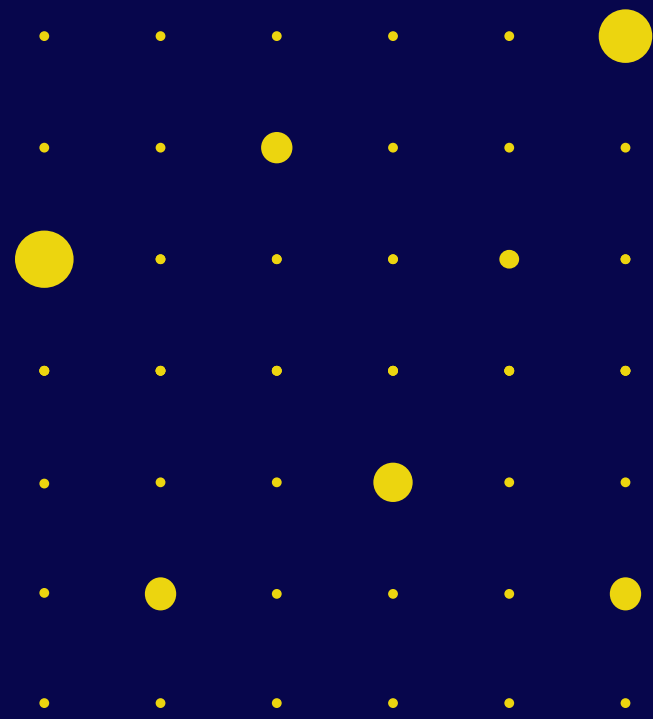
13110 — Administrative assistants

EXAMPLE TITLES : : :

- Administrative assistant
- Human resources administrator
- Office administrative assistant
- 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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