

Postal and Courier Services Managers

Description

Postal and courier services managers plan, organize, direct, control and evaluate the activities and operations in postal facilities and in establishments that provide courier services. They are employed by Canada Post Corporation and by courier companies.

Duties:

- Co-ordinate the duties of supervisors and other staff
- Manage the accurate and appropriate movement of mail and parcels through postal and parcel sorting facilities
- Review effectiveness of assigned operations and implement changes to postal and courier operations
- Prepare and submit budget estimates and administer the expenditures of postal and courier facilities
- Interview, hire and provide training for staff.

Other titles:

- mail processing plant manager
- parcel processing plant manager
- post office manager
- mail operations manager
- production control manager – postal service
- messenger service manager
- collection and delivery operations manager – postal service
- postal station superintendent

(Government of Canada National Occupation Classification)

Skills

Verbal and written communication	Leadership	Record-keeping	Attention to detail	Quality control and assurance
	Numeracy	Organization	Time management	

Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Most college/university programs in Ontario require an OSSD or Mature Student Status

Post-secondary diploma/degree

- A university or college diploma is usually required

Certification

- Several years of supervisory or operational experience within a postal or courier facility are usually required

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as postal and courier services managers are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POR): \$79,434	Average Wages and Salaries (POR): \$76,154
Median Wages and Salaries (POW): \$71,133	Average Wages and Salaries (POW): \$76,579

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
4911 Postal service	25	75

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority's 2017 Sector Report)

Additional Resources

- Canada Post Corporation: <https://www.canadapost.ca/cpc/en/home.page>