

Storekeepers and Partspersons

Description

Storekeepers and partspersons sort, store and issue parts and supplies for use by the establishment in which they work and for sale to the public. They are employed by manufacturing companies, warehouses, retail and wholesale establishments, mining, forestry and construction companies, repair shops, hospitals and other establishments.

Duties:

- Receive and sort incoming parts and supplies
- Store items in an orderly and accessible manner in a warehouse, tool room, supply room or other area
- Process incoming requisitions and issue or distribute parts and supplies for internal usage
- Maintain records of orders and the amount, kind and location of parts and supplies on hand using manual or computerized inventory system
- Prepare requisition orders to replenish parts and supplies
- Sell spare and replacement parts for motor vehicles, machinery and equipment in a retail setting
- Advise retail customers or internal users on appropriateness of parts, supplies or materials requested.

Other titles:

- automotive partsperson – retail
- ammunition storekeeper
- material keeper
- medical supply clerk
- motor vehicle parts clerk
- tool room attendant
- parts supplier
- ship storeman/woman
- parts clerk
- parts technician
- warehouse clerk – parts and equipment

(Government of Canada National Occupation Classification)

Skills



Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Completion of secondary school is usually required.

Post-secondary diploma/degree

- Completion of a three-year apprenticeship program OR completion or specialized training in high school and a one-year college program for partspersons may be required

Certification

- Trade certification for partspersons is available
- Experience in a related clerical occupation may be required for partspersons
- Red Seal endorsement is also available to qualified partspersons upon successful completion of the examination

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as storekeepers and partspersons 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): \$40,138	Average Wages and Salaries (POR): \$42,276
Median Wages and Salaries (POW): \$32,727	Average Wages and Salaries (POW): \$34,992

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
4931 Warehousing and storage	45	0

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

Additional Resources

- Partspersons certification: <http://www.collegeoftrades.ca/wp-content/uploads/Parts-Technician.pdf>
- Red Seal endorsement: <http://www.red-seal.ca/w.2lc.4m.2-eng.html>