



Supply Chain Assistant

Youth Apprenticeship

SUPPLY CHAIN ASSISTANT

Supply chain assistant youth apprentices learn the basic skills needed to perform entry level work in supply chain management. Youth apprentices work with internal and external customers, track order status, learn about forecasting, inspect goods and services, and prepare schedules.

Length of Apprenticeship: One year. Youth apprentices can enter the Inventory Management, Distribution and Transportation Operations, Planning and Purchasing, or Storage and Warehousing youth apprenticeship for a second year.

OCCUPATIONAL COMPETENCIES

Youth apprentices must complete a **total of 10** competencies. **Nine** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

Competencies
1. Respond to internal and/or external customer inquiries
2. Process documentation
3. Prepare purchase orders
4. Maintain supplier relationships
5. Track order status
6. Communicate order status
7. Assist with forecasting activities
8. Inspect goods and services for integrity, accuracy, and quality
9. Prepare schedules
10. Participate in the supply chain audit

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. The following is a partial list.

- Supply Chain Management
- Supply Management
- Transportation - Logistics