

Storeperson/Warehousing Inwards and Outwards Goods

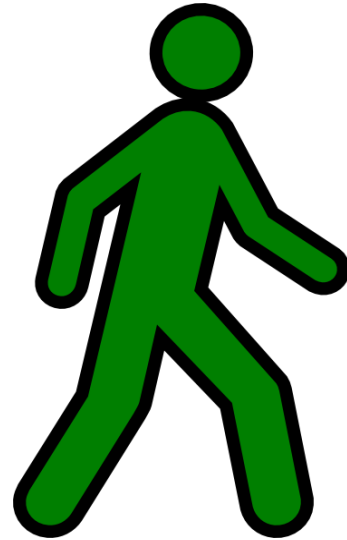
Soft Skills

Attention to detail
 Good communication skills/phone skills
 Flexibility including availability
 Reliable/self-management (e.g. being at work on time)
 Honest
 Able to follow instructions
 Responsible
 Willingness to learn
 Have humility, respect and self-awareness

Teamwork & work independently
 Customer service skills
 Enthusiastic
 Attention to detail
 Accurate
 Able to work to deadlines

Show initiative
 Relationship building skills
 Able to work unsupervised
 Strong communication skills
 Problem solving skills
 Strong customer service skills

Able to handle high pressure situations
 Sound decision making skills



- ★ Pre-employment
- ★ Entry level
- ★ Mid level
- ★ Senior level

Technical Skills

Able to pass Drug test and MOJ check
 Organisational skills
 Good time management
 Computer skills
 Fit & Healthy
 Able to lift loads
 Literacy & numeracy skills
 Forklift Licence
 Planning skills
 Record keeping skills
 Health & Safety conscious
 Spatial awareness
 Coordinated
 Clear understanding of the conditions of employment
 First Aid Certificate
 Ability to manage staff
 Leadership
 Performance management
 Strong planning skills
 Strong computer skills
 Prioritisation skills
 HR skills & knowledge
 Negotiation skills
 Strong Health & Safety skills/knowledge
 Budgeting
 Compliance
 Strategic thinking
 Analytical skills
 Solution focused
 Advanced HR skills & knowledge

Roles

Work experience

Storeperson
 Despatcher
 Assistant
 Devanner
 Picker
 Pick Packer
 Loader/Operator

Team Leader
 Warehouse Operator
 Supervisor

Logistics Dispatcher

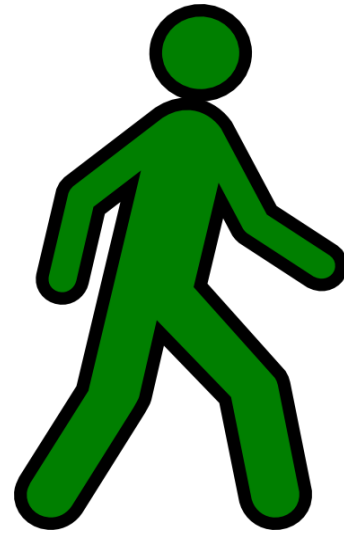
Soft Skills

Attention to detail
 Good communication skills/phone skills
 Flexibility including availability
 Reliable/self-management (e.g. being at work on time)
 Honest
 Able to follow instructions
 Responsible
 Willingness to learn
 Have humility, respect and self-awareness

Teamwork & work independently
 Customer service skills
 Enthusiastic
 Accurate
 Able to work to deadlines
 Problem solving skills

Show initiative
 Relationship building skills
 Able to work unsupervised
 Strong communication skills
 Strong customer service skills
 Efficient
 Able to multi-task

Able to handle high pressure situations
 Sound decision making skills



- ★ Pre-employment
- ★ Mid level
- ★ Entry level
- ★ Senior level

Technical Skills

Able to pass Drug test and MOJ check
 Organisational skills
 Good time management
 Computer skills
 Fit & Healthy
 Literacy & numeracy skills
 Planning skills
 Record keeping skills
 Health & Safety conscious
 Clear understanding of the conditions of employment
 Ability to manage staff
 Performance management
 Strong planning skills
 Strong computer skills
 Prioritisation skills
 HR skills & knowledge
 Negotiation skills
 Strong Health & Safety skills/knowledge
 Excellent time management skills
 Budgeting
 Inventory control
 Leadership
 Coach/mentor
 Reporting skills
 Strategic thinking
 Analytical skills
 Solution focused
 Advanced HR skills & knowledge
 Strong business knowledge

Roles

Work experience
 Cadet

 Trainee
 Assistant
 Coordinator

 2IC
 Support Manager
 Supervisor
 Specialist
 Scheduler
 Branch Manager
 Team Leader

 Inventory Controller
 Manager
 Operations Manager
 Warehouse Manager

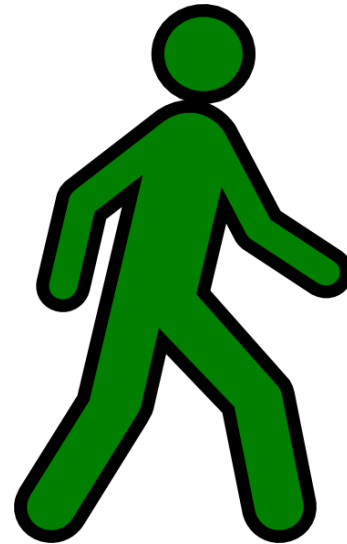
Truck Driver

Soft Skills

Attention to detail
 Good communication skills/phone skills
 Flexibility including availability
 Reliable/self-management (e.g. being at work on time)
 Honest
 Able to follow instructions
 Responsible
 Willingness to learn
 Have humility, respect and self-awareness

Teamwork & work independently
 Customer service skills
 Enthusiastic

Show initiative
 Relationship building skills
 Strong communication skills
 Problem solving skills
 Strong customer service skills
 Able to handle high pressure situations
 Sound decision making skills



- ★ Pre-employment
- ★ Mid level
- ★ Entry level
- ★ Senior level

Technical Skills

Able to pass Drug test and MOJ check
 Organisational skills
 Good time management
 Fit & Healthy
 Literacy & numeracy skills
 Class 2, Forklift licence, Dangerous Goods

Planning skills (e.g. understanding the route, preparing for difficult terrain, road speed limits)
 Record keeping skills
 Technology skills (e.g. use of scanners, communication equipment, vehicle computers)
 Health & Safety conscious
 Spatial awareness/Coordinated
 Clear understanding of the conditions of employment
 Vehicle loading and load security

Ability to manage staff
 Performance management
 Strong planning skills
 Computer skills
 Prioritisation skills
 HR skills & knowledge
 Strong Health & Safety skills/knowledge
 Negotiation skills
 Class 4/5 licence

T&L Administration Services

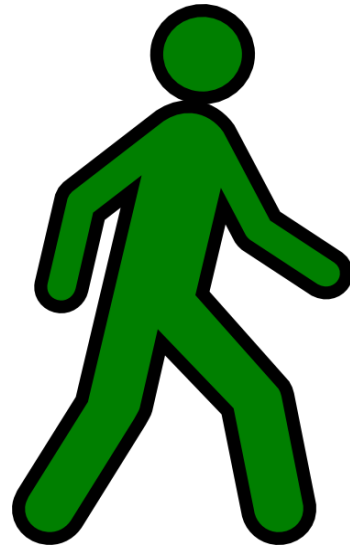
Soft Skills

Attention to detail
 Good communication skills/phone skills
 Reliable/self-management (e.g. being at work on time)
 Honest
 Able to follow instructions
 Responsible
 Willingness to learn
 Have humility, respect and self-awareness

Teamwork & work independently
 Customer service skills
 Flexible & Adaptable
 Positive attitude
 Accurate
 Self-motivated
 Able to meet deadlines
 Problem solving skills
 Well organised and systematic

Show initiative
 Relationship building skills
 Able to work unsupervised
 Strong communication skills
 Strong customer service skills
 High attention to detail
 Ability to multi-task
 Calm under pressure

Sound decision making skills



- ★ Pre-employment
- ★ Mid level
- ★ Entry level
- ★ Senior level

Technical Skills

Organisational skills
 Good time management
 Computer skills
 Literacy & numeracy skills
 Drivers licence

Planning skills
 Record keeping skills
 Health & Safety knowledge
 Clear understanding of the conditions of employment
 Sound computers skills (Excel, SAP)
 Data entry skills

Ability to manage staff
 Performance management
 Strong planning skills
 Proficient computer skills
 Prioritisation skills
 HR skills & knowledge
 Budgeting/Cost management
 Leadership
 Coach/mentor

Strategic thinking
 Analytical skills
 Solution focused
 Advanced HR skills & knowledge

Roles

Work experience

Trainee
 Administrator
 Customer Service
 Coordinator

Team Coordinator
 Project Administrator