

Storeperson/Warehousing Inwards and Outwards Goods

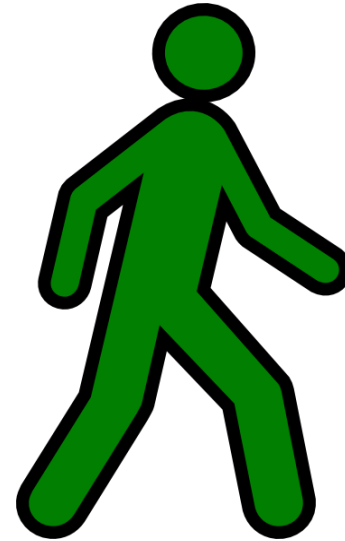
Soft Skills

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

Teamwork & work independently
 Customer service skills
 Enthusiastic
 Accurate
 Able to meet deadlines
 Able to work in fast-paced environments

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
 Computer skills
 Fit & Healthy, able to lift loads
 Literacy & numeracy skills
 Driver's licence & Forklift Licence
 Planning skills
 Record keeping skills/ data management/ SAP use advantageous
 Good computer skills
 Health & Safety conscious & First Aid Certificate
 Spatial awareness/ Coordinated
 Clear understanding of the conditions of employment
 Class 2 driver's licence an advantage
 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
 Dispatcher
 Assistant
 Devanner
 Picker
 Pick Packer
 Loader/Operator

Team Leader
 Warehouse Operator
 Supervisor
 Warehouse Manager

Logistics Dispatcher

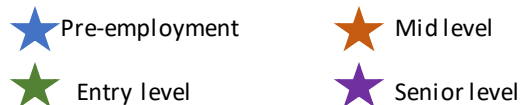
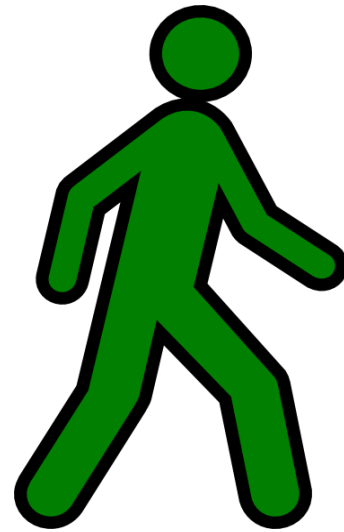
Soft Skills

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

Teamwork & work independently
 Good customer service skills
 Enthusiastic/ Positive attitude
 Accurate
 Able to meet deadlines
 Problem solving skills

Show initiative
 Relationship building skills
 Able to work unsupervised
 Calm under pressure
 Strong communication skills
 Strong customer service skills
 Efficient
 Able to multi-task/ excellent time management

Able to handle high pressure situations
 Sound decision making skills



Technical Skills

Able to pass Drug test and MOJ check
 Organisational skills
 Computer skills
 Fit & Healthy
 Literacy & numeracy skills
 Driver's licence, Forklift licence beneficial

Planning skills
 Record keeping skills
 Health & Safety conscious
 Clear understanding of the conditions of employment
 Competent with computers and scanners

Ability to manage staff/ Performance management
 Strong planning skills
 Strong computer skills
 Prioritisation skills/ able to meet deadlines
 HR skills & knowledge
 Negotiation skills
 Strong Health & Safety skills/knowledge & compliance
 Budgeting/ Cost management
 Inventory control
 Leadership skills/ coach/ mentor/ supervise
 Reporting skills

Strategic thinking
 Analytical skills
 Solution focused
 Advanced HR skills & knowledge
 Strong business knowledge

Roles

Work Experience
 Cadet

Trainee
 Assistant
 Coordinator/Operator
 Warehouse Dispatcher

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 Support Manager
 Supervisor
 Lead Dispatcher
 Specialist
 Scheduler/Planner
 Branch Manager
 Team Leader

Inventory Controller
 Manager
 Operations Manager
 Warehouse Manager

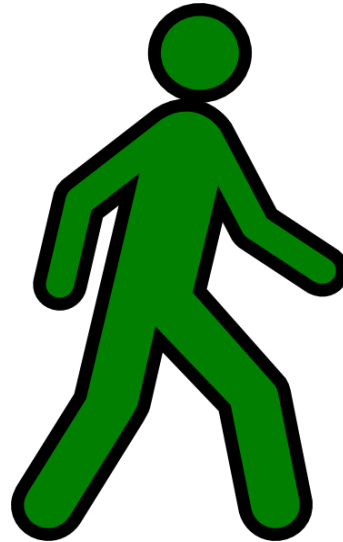
Truck Driver

Soft Skills

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

Teamwork & work independently
 Customer service skills
 Enthusiastic
 Calm under pressure
 Accurate

Show initiative
 Relationship building skills
 Strong communication skills
 Good 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 & alcohol test and MOJ check
 Organisational skills
 Fit & Healthy, good eyesight
 Literacy & numeracy skills
 Class 2 (clean), Forklift licence, Dangerous Goods
 Computer skills

Planning skills (e.g. understanding the route, preparing for difficult terrain, road speed limits)
 Accurate record keeping skills
 Technology skills (e.g. use of scanners, communication equipment, vehicle computers)
 Health & Safety conscious
 Adhere to road rules
 Spatial awareness/ Coordinated
 Able to handle hazardous conditions
 Clear understanding of the conditions of employment
 Vehicle loading and load security
 Basic mechanical skills/ knowledge

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

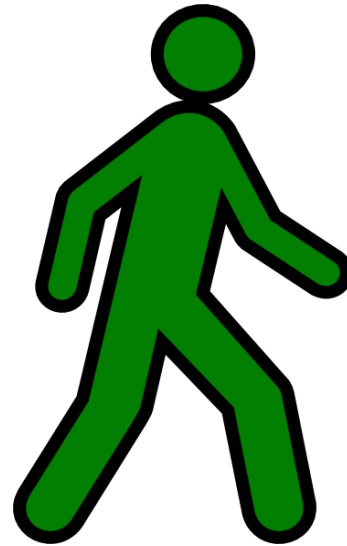
Soft Skills

Attention to detail
 Good communication skills/phone skills
 Reliable/self-management (e.g. being at work on time)
 Honest/ Trustworthy
 Able to follow instructions
 Responsible
 Good time management
 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
 Systematic/ Methodical

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
 Computer skills
 Literacy & numeracy skills
 Driver's licence

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

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

Strategic thinking
 Analytical skills
 Solution focused
 Advanced HR skills & knowledge

Roles

Work Experience

Trainee
 Administrator
 Customer Service
 Coordinator

Team Coordinator
 Project Administrator