

Careers in Regional Supply Chain and Logistics



Student Workbook

Name:



AN AUSTRALIAN GOVERNMENT INITIATIVE

Industry Training Hubs are funded
by the Department of Employment
and Workplace Relations

Welcome

Welcome to the Careers in Regional Supply Chain and Logistics workbook for students in secondary schools. This interactive resource is designed for senior secondary students to explore the sector and find a pathway into this dynamic and growing industry. The workbook highlights the many and varied entry points from secondary school into a sustainable and long-term career in Supply Chain and Logistics.

Real life video and written case studies provide a rich resource of information for students and parents, providing insights into the dynamic roles that are evolving to meet the needs of future generations.

The Australian Centre for Career Education, in collaboration with the Industry Training Hub in Shepparton, is excited to present this new resource to students, parents and teachers to support students in the next stage of their career journey.

Discover, consider, explore, and plan your career journey into the fast-paced world of Regional Supply Chain and Logistics!

Penne Dawe

CEO, The Australian Centre for Career Education

Acknowledgements

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Activity 5: Supply chain and logistics in action is adapted from 'The Pencil Activity' featured in Hope-filled engagement: creating new possibilities in life/career counselling process (2011), Gray R. Poehnell & Norman E. Amundson.

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Contents

1. Industry overview and employability skills	4
2. Manufacturing	8
3. Transport and logistics	12
4. Warehousing	18
5. Supply chain and logistics in action	22
6. Labour market and pathways information	23

1 Industry overview and employability skills

The **Regional Supply Chain and Logistics Industry** is essential to the operation of all Australian businesses to ensure delivery, distribution and communications between companies and customers.

You may be wondering what is the meaning of supply chain and logistics?

A **supply chain** is a network of businesses and activities that takes a product from raw material suppliers all the way to end consumers. One example of a supply chain is moving agricultural produce, like an apple, from the farm to the supermarket.

By definition, **logistics** refers to the processes of acquiring, transporting, and storing resources along the supply chain.

This growing industry is comprised of a diverse range of occupations and provides thousands of jobs for individuals with varying skill sets.

Victoria's location gives it a supply chain advantage, making it an attractive place for businesses to locate. Victoria's supply chain & logistics industry contributes approximately A\$21 billion per year to the economy and employs around 280,000 people.

Regional Victoria has an expansive network of rail and road connected dual purpose freight terminals that supports the efficient movement of freight.

As you go through this book and hear from people working in the industry, you'll discover that the different sectors within Regional Supply Chain and Logistics very often overlap and work together.

Watch Darren, General Manager at Kyabram Cold Storage explain how manufacturing, transport and logistics, warehousing, and the supply chain all work together.



This industry crossover and collaboration means that employability skills, sometimes called *transferrable skills*, are more important than ever and can help you stay flexible and able to contribute in any future workplace.

Activity 1a: What is the Regional Supply Chain and Logistics Industry?

What occupations do you think would be a part of the Regional Supply Chain and Logistics Industry?

Activity 1b: What are employability skills?

As you may have guessed from the title, employability skills are abilities or talents that can help set you apart from the crowd when looking for work. These skills can't always be taught in a traditional way, like in a classroom or a workshop, but can be developed over time simply by taking part and trying things. You might develop teamwork and collaboration skills by participating in a sporting team or a school play. You can develop communication skills on the school debating team, or by creating content to suit your audience on TikTok or YouTube. There are many ways to develop these skills and you don't have to follow the traditional path to do so.

What employability skills do you think would be needed in the Regional Supply Chain and Logistics Industry?

There are many sites online that can help you learn about employability skills, like [myfuture](#) or [Youth Central](#).



What employability skills do you have already?

Using what you now know about employability skills, complete this list of skills that you already have and skills that you can start developing now.

Employability skill	Have now Y / N	Need to develop Y / N



Activity 1c: Working at the Port of Melbourne

The Shepparton region is one of the busiest intersections on Australia's national freight network, linking Brisbane to the Port of Melbourne. The Port of Melbourne is Australasia's largest maritime hub for containerised, automotive and general cargo. The Port of Melbourne plays a vital role in the Australian economy by providing an international gateway for imports and exports.

From Ship to Shop – <https://portedmelbourne.com/>

Click on the link above and work through the interactive tour of the Port of Melbourne. As you progress through the tour, answer the following questions:

What items travel in containers?

What is a breakbulk item? List some examples of breakbulk items that are important to communities.

What is dry bulk cargo? List some examples of dry bulk items that you use at home.

What is liquid bulk cargo? List some examples of liquid bulk products.

What are the 9 steps of the export supply chain?

What are the 10 steps of the import supply chain?

2 Manufacturing

Manufacturing generally involves turning one thing into something else, a raw material into a finished product. As you're about to find out, Food Product Manufacturing is the largest sector in the industry, employing nearly 200 thousand people in a wide range of roles.

Source: <https://labourmarketinsights.gov.au/industries/>

2a:

Xavier Hutchinson

Apprentice Maintenance Fitter
SPC

**Metal Engineering
Process Worker**

Weekly Pay: \$1,158

Future Growth – Strong
Skill Level – Certificate I
or Compulsory Secondary
Education



What VET Certificates did Xavier complete in secondary school?

In what industries did Xavier complete work experience?

What tasks and responsibilities does Xavier complete as part of his role?

Why does Xavier recommend completing work experience at as many different places as possible?

2b:

Brett Mortison

Logistics Manager

SPC

Production Manager

Weekly Pay: \$2,332

Future Growth – Strong
Skill Level – Bachelor Degree
or higher qualification



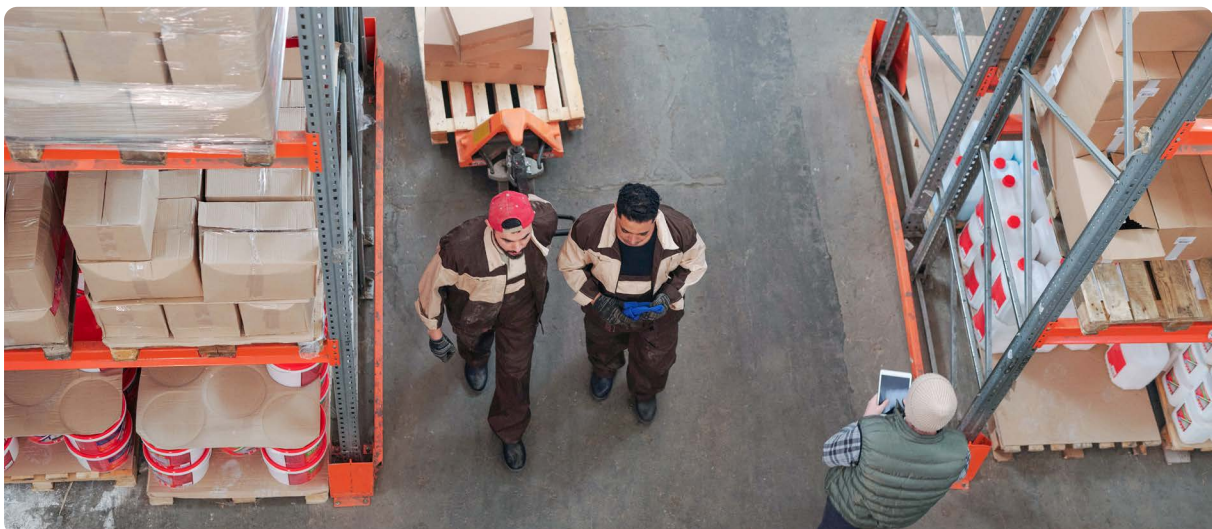
How long has Brett worked at SPC and in the logistics sector?

What jobs did Brett do when he first left school?

What qualifications has Brett completed?

What does Brett identify as having changed in the industry over the last 30 years?

According to Brett, what is the future of the industry?



2c:

Clint McMaster

Logistics Supervisor
Cadell Food Service



Truck Driver
Weekly Pay: \$1,663
Future Growth – Stable
Skill Level – Certificate II
or Certificate III

What did Clint start doing when he finished school?

What was Clint's role at Cadell when he first moved to Echuca?

What are some of the changes being looked at by Clint and the logistics department?

What will these changes allow them to do?

What does Clint say the skills he has learned will allow him to do?



2d:

Nia Phasysoutham

**Team Leader – Food Safety
Legacy Packing**



I was educated in my home country, the Lao People’s Democratic Republic. When I left school I entered the workforce as an administration assistant. After that, I became a member of the sales and procurement team. I then moved to Australia where I gained employment as a fruit packer at Legacy Packing. From there, I was offered the Quality Control role as a result of enquiring about any opportunities that would enable me to acquire new skills. I have an eye for detail and believed the inspection work would be a good fit for me, which progressed into my current role as Team Leader of Food Safety.

My role focuses on quality and compliance checks of fruit when it is received from the orchards (before being packed), and also packed product at the dispatch stage. This involves checking that the quality of the fruit meets customer specifications, the accuracy of labelling for

traceability through the supply chain, and accurately recording the results of each inspection. Once complete, I release the pallets of packed produce to the despatch team to finalise the documentation. If there is an issue found, I coordinate with the dispatch and production team to rectify it.

What I love most about this role is the knowledge I have gained. It is interesting to learn about the different specifications and protocols of customers and countries, the different varieties of fruit and which properties make them distinct, and the biosecurity concerns that can occur and how it affects the produce.

Essential skills for this role are:

- Team leading
- Strong attention to detail
- Efficient planning and task execution
- The ability to communicate clearly in a large multicultural environment.

There is so much potential for growth in this industry. Quality control is just one example of combining skills and interests from one industry (horticulture production), with the supply chain and the demand for people to take on these roles is always high. The other great thing is that these roles are transferrable to almost any town or city around the world.

Why was Nia offered her Quality Control role?

What does Nia love most about her role?

What skills does Nia say are essential for her role?

3 Transport and Logistics

Transport and logistics is another important industry that employs nearly 5% of all working Australians. It involves moving goods from one place to another. Sometimes those goods are picked and packed fruit moving via rail and road from Shepparton to Brisbane, other times those goods are entire football teams flying from Melbourne to Perth. Around a third of the workers in this industry have a VET qualification, read on to find out more about possible pathways to employment.

Source: www.labourmarketinsights.gov.au/industries

3a:

Tamara Clarke

Senior Customer Service
Kreskas Bros. Transport



Supply, Distribution and Procurement Managers

Weekly Pay: \$2,690

Future Growth – Moderate

Skill Level – Bachelor or higher qualification

What does Tamara handle as a Senior Customer Service Officer?

What was the main reason for Tamara coming back to work in the region?

What are the other roles in the organisation that rely on Tamara's work, so that they can do their jobs?

What does Tamara love about the industry?

3b:

Michael Colmer

Senior Fleet Controller
Kreskas Bros. Transport

**Purchasing and Supply
Logistics Clerk**

Weekly Pay: \$1,309

Future Growth – Moderate
Skill Level – Certificate II
or Certificate III



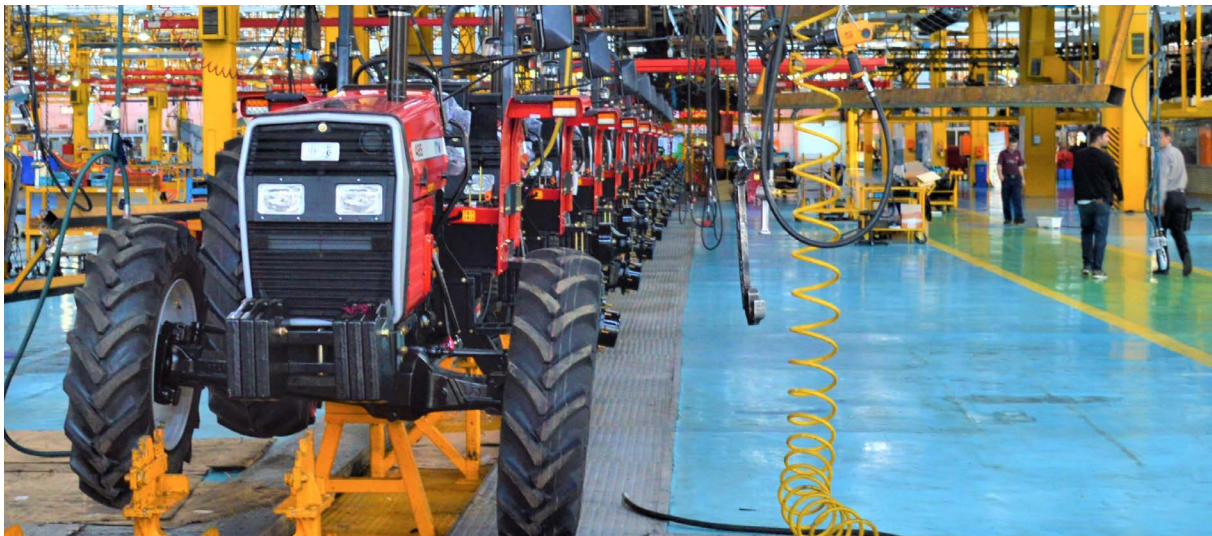
What is Michael's Role?

What does the role include?

What role did Michael hold prior that provided insight into this job?

Why was the transition into the role considered easy and what are some of the benefits?

What other industries does Michael suggest connect well with his current role?



3c:

Simon Doherty

General Manager, Cool Store & Logistics
Jeftomson



**Transport and
Despatch Clerk**
Weekly Pay: \$2,664
Future Growth – Moderate
Skill Level – Associate
Degree, Advanced Diploma
or Diploma

How does Simon describe his early career aspirations, education and career journey?

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What is Simon's current role and what are his major tasks and responsibilities in his role?

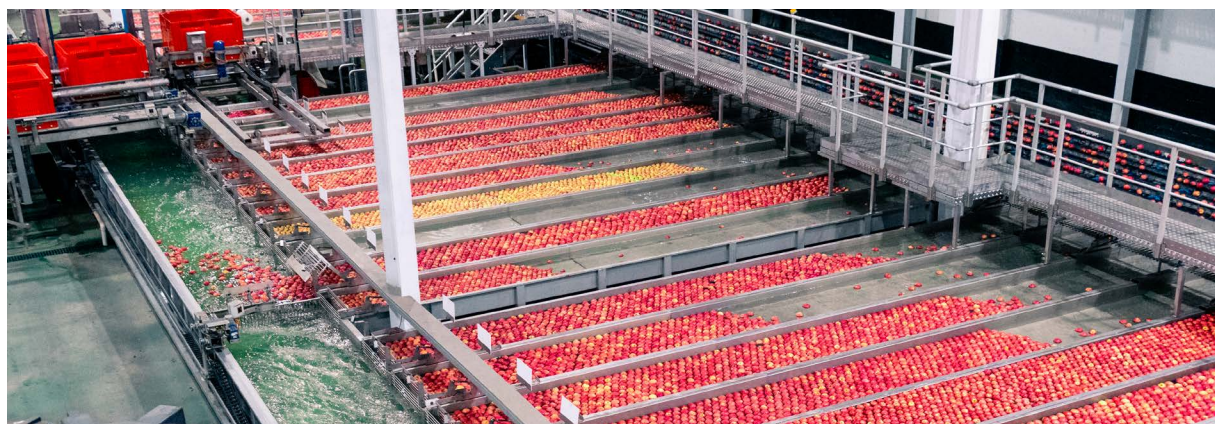
Blank text area for response.

What are some of the key attributes required for the job?

Blank text area for response.

What are some of the biggest changes in his work?

Blank text area for response.



3d:

Adam Katsoutas

**General Manager
Kreskas Bros. Transport**



Leaving school after year 12 I fell into the industry accidentally, wrapping pallets as a summer job prior to going to university. Over that summer I fell in love with the industry and applied myself to my new role on the forklift in distribution. I was fortunate enough to have a strong mentor within the business that believed in giving young people a chance to excel in the industry, which really drove me to want to achieve more. I was then given a pathway into management and different facets of the business. I have now been with the business for 10 years.

In my position at Kreskas Bros, I currently oversee 80 staff, and several department managers, and report directly to the managing directors. Some major responsibilities are; the safe and compliant fleet of vehicles following a strict NHVR code to ensure that our fleet operates safely on

the road, meeting client expectations, reaching our KPIs, and ensuring strict adherence to OHS workplace safety standards. I also assist and oversee the compliance of the business, business development, client and key relations, quoting and tendering new parcels of work, along with continuous improvement.

I love the broad range of people I get to deal with within my role. I work with a wide demographic, from large multinational companies, mum and dad businesses, suppliers and staff. I also enjoy finding solutions for problems for our clients and meeting challenges that may arise.

I would advise anyone wanting to try the logistics field to give it a go! We employ over 80 staff and host dozens of professions. It's not just truck drivers and forklift operators who make up integral parts of the supply chain, there are accountants, bookkeepers, administration, schedulers, and middle and upper management to name a few.

continues next page



Essential skills required for this field would be:

- Communication – verbal and written
- Computer literacy
- Strong people skills
- High regard for integrity
- Problem-solving
- Initiative.

I would highly recommend giving this field a go, though understand like any other trade or career, the first few years are like an apprenticeship. It's hard, there are long days, and it can sometimes be extremely difficult. If you persevere there are endless opportunities to work up and down the supply chain.

I see myself staying with Kreskas Brothers for some time, I see the business growing exponentially in years to come. I'm excited to play my part in growing the business.

What does Adam say helped drive him to want to achieve more?

What are some of Adam's major responsibilities?

What does Adam say are essential skills in his role?

Which of these skills do you have? Give examples.

3e:

Rebecca McGee

**Customer Relations
Hicks Transport Group**



My career journey started when I transitioned from school to university where I studied for a Bachelor of Science degree and worked as a lifeguard while studying. I was offered a spot at the University of Glasgow to complete a Masters in Physiotherapy, however, I decided to take a year out to travel instead. My year of travel is currently sitting at 10 years abroad where I spent a lot of time travelling this amazing country, undertaking various jobs and finally settling in regional Victoria. This led me to Hicks Transport where I have now been with the company for 5 years.

I started in reception/data entry and progressed to my current position in customer relations about 12 months ago. I really enjoy building friendships with customers and being able to assist them first-hand, and travelling around and meeting customers face to face is important.

Major responsibilities in my role are:

- Keeping the customers happy – this may be simply arranging a pick up from Melbourne or a more pressing matter such as lost or damaged freight
- Ensuring jobs are followed through right to the end, finalizing some invoicing and sending invoices out to customers specifically for one-off loads
- Pallet watch reconciliation – this is a small but very important task and if forgotten can cost a lot of money. Reconciling RCTI for some of our larger accounts
- Train new office staff, helping them learn the computer systems and manual systems in place here.

Essential skills required for my role are:

- People skills
- Attention to detail
- Problem solving
- Working in a team.

There are many directions you can go in the Transport Industry that appeal to different types of people, it is certainly not a career to rule out. Give it a go as there is so much more to transport than driving trucks.

What does Rebecca enjoy about her role?

What skills does Rebecca say are required for her role?

***Have any of these skills been required for other roles that you have just read about?
What does that tell you about these skills?***

4 Warehousing

Warehousing and storage is crucial to Regional Supply Chain and Logistics. Whether it's fresh produce being stored in a temperature controlled setting before being transported, or collecting and processing waste related to manufacturing, there is a warehousing worker making sure it goes in or out on time. With employment levels expected to grow by over 6% between 2021 and 2026, there may be a warehousing role for you.

Source: <https://labourmarketinsights.gov.au/industries/>

4a:

Darren Gledhill

General Manager

Kyabram Cold Storage

Forklift Driver

Weekly Pay: \$1,286

Future Growth – Stable
Skill Level – Certificate II
or Certificate III



What are some of the jobs Darren worked once he left school?

Why did Darren return to live and work in a regional area? What kind of job was he hoping for?

In what ways has Kyabram Cold Storage grown over recent years?

What are some of Darren's key responsibilities?

What does Darren love about his current role?

4b:

Maylora Winda Tharsius

**Despatch Clerk
Legacy Packing**



Before starting my career with Legacy Packing, I worked with a cosmetics company back in Malaysia. I started as a boutique assistant, supervisor and store manager. When I started my career in Australia, I worked as a fruit packer and also as a supervisor at various pack-houses in Queensland, New South Wales and Victoria.

I began my career with Legacy Packing in June 2020 as a packer and then moved into quality control for despatch and production in October 2020. In June 2021 I was offered the opportunity to work as a Despatch Clerk in the logistics department.

Having a supportive team makes the job easier! We work together to achieve and complete our tasks every day. Gaining knowledge in the logistics department, tackling different challenges and solving them makes it more exciting. Learning the flow of the supply chain allows me to understand more about my current role and is shaping improvements we make to our system.

The major responsibilities of my role are:

- Making sure that we despatch the correct fruit and deliver the fruit on time to their destinations
- Providing accurate paperwork is essential, especially with export orders which require more detailed information.

A variety of skills are required for my current role including database and software management, good communication skills, great attention to detail, and the ability to perform under pressure and manage time effectively while having a positive attitude.

It is an extremely rewarding industry, I see myself continuing to develop my skills and contribute to the company's success. Learning more about the supply chain and gaining more knowledge about the industry is something I'm really interested in.

What is Maylora's role and what are her major responsibilities?

What skills does Maylora say are required for her role?

4d:

Zane Foott
Business Development Manager
Foott Waste Solution



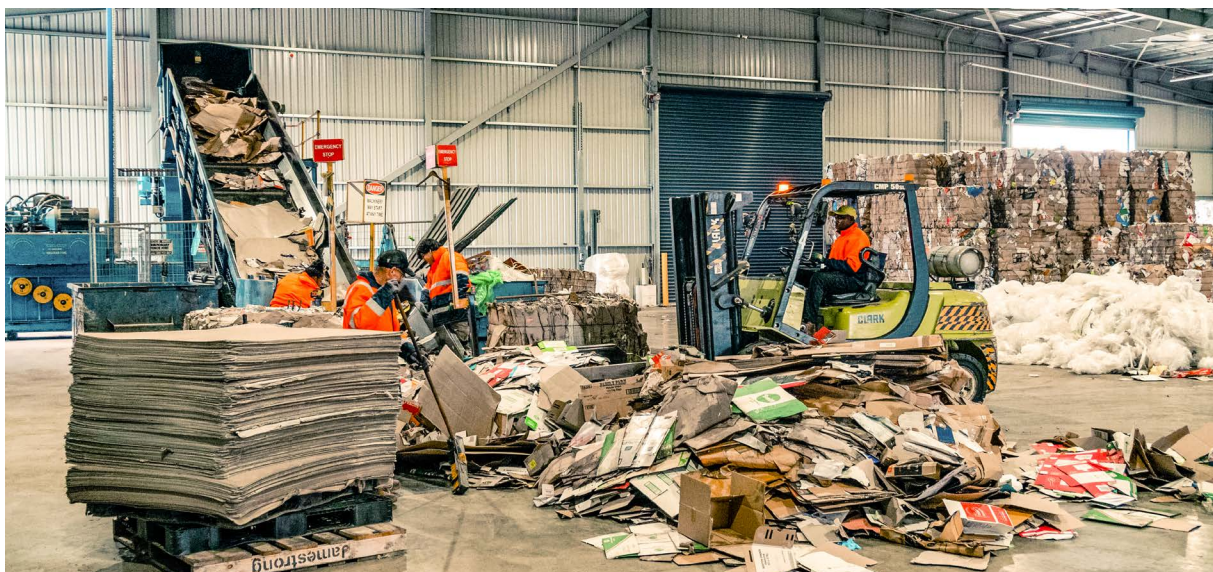
Storepersons
Weekly Pay: \$1,134
Future Growth – Moderate
Skill Level – Certificate II
or Certificate III

What work did Zane do during his gap year?

What does the role of Operations General Manager role entail?

What employability skills does Zane look for when hiring young people?

What licences does Zane suggest a young person needs to get started in the industry?



4c:

Paul Heggart

Site Manager

Foott Waste Solutions

Diploma in Logistics Management



When I was in Year 10 I was passionate about the Building Industry, working many school holidays as a builders labourer and having family who were also in the building industry. I left school after completing year 10 taking on a building apprenticeship that became available.

After completing my apprenticeship, I was ready for a change and had an opportunity to move into Transport & Logistics, which I pursued. From there I obtained a Forklift & Truck license and also completed various roles in Warehousing. I have been working in the Transport & Warehousing field for approximately 25 years.

Working for Foott Waste Solutions has given me the opportunity to work within a local family business which has significant growth, opportunities, and daily challenges. The change in day to day activities is a real positive

in my role where we do not have too many days which are identical and the people I work with are great.

Daily tasks include:

- Planning, to ensure equipment is ready to go when requested
- Leadership, working closely with staff
- Safety, to ensure we provide a safe working environment.

Some of the key milestones within my role would be:

- the growth and opportunity I have seen in businesses
- reaching a position of Site Manager to approximately 120 staff.

It is a great industry which is very broad, challenging & rewarding. There are multiple opportunities for someone new to the industry and it is forever progressing with technology.

I see myself remaining in this field as I enjoy the challenges and continuing to learn within the industry.

What licenses did Paul obtain to assist in his role?

How long has Paul been working in the Transport & Warehousing field?

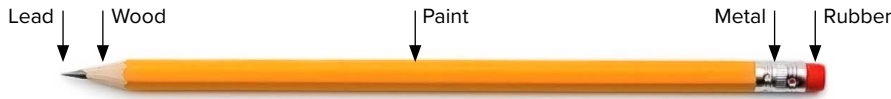
What opportunities has working for Foott Waste Solutions given Paul?

What are some of the key milestones within Paul's role?

5 Supply chain and logistics in action

Now that you know more about the supply chain and how it works, let's see it in action.

We'll take a look at an everyday item, like a pencil, as it moves through the supply chain and finally ends up with you at school.



First, the pencil has to be manufactured. There are many components made from different materials that make up a pencil.

Use the Industry Profiles section of labourmarketinsights.gov.au to research which industries would be involved in sourcing the materials for a pencil. Then, use the same site to research and list as many jobs as you can think of that might be involved in that process. You might have already seen some mentioned in this book.

Component	Industry	Jobs
Lead		
Wood		
Paint		
Metal		
Rubber		

Next, the pencil needs to be manufactured. Just some of the steps involved are; designing the pencil, transporting the materials to the factory, making the pencils in the factory and making sure that they are high-quality. Using labourmarketinsights.gov.au again, go to the industries section and choose Manufacturing.

Look through the list of manufacturing jobs and pick the ones that you think would be needed to make the pencils. Write the jobs below.

Once the pencils have been made, the pencil company needs to sell them in shops around the world.

Explore the Transport and Warehousing industry and write down the jobs that you think would be needed to house and transport the pencils.

Tracking the movements of something as basic as a pencil has shown you how the supply chain and logistics industries, and the thousands of people working in them, work together to keep things moving.

Are there jobs on the lists you have just completed that you want to learn more about? Record them here.

6 Labour market and pathways information

6a:



myfuture is a fantastic resource that provides extensive information on a range of different professions. Take a look through this website and identify five jobs within the Regional Supply Chain and Logistics Industry that you would consider working in, in the future and fill in the table on the following page.

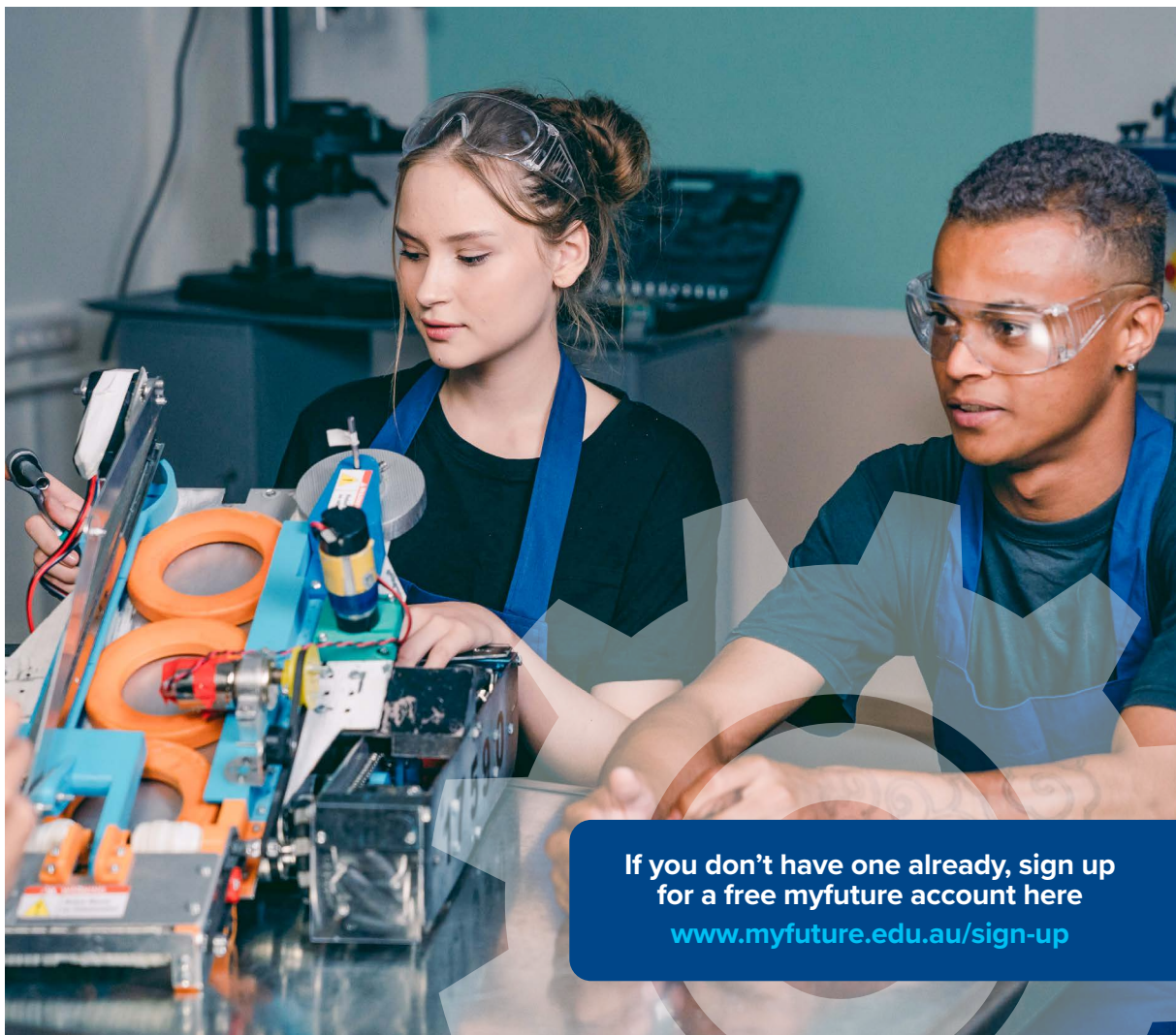
Definition: Explain what the job involves

Tasks: What kind of activities do these professionals do on a daily basis?

Weekly pay: How much do these employees earn each week?

Number employed: How many Australians work in this field?

Study options: What and where can you study to gain the qualifications needed in this industry?



Job Title	Definition	Tasks	Weekly Pay	Future Growth	Study Options
Storepersons	Storepersons receive, handle and despatch goods in stores and warehouses.	They receive incoming goods, checking for damage and for discrepancies between goods and invoices, they unload vehicles, opening packages and removing contents, as well as operating computers to obtain details of location and quantity of items in stock and labelling goods with details of storage location.	\$1,134	Moderate	You can work as a Storeperson without formal qualifications. Some on the job training may be provided. A Certificate II or III in warehousing operations might be helpful.

6b:
Work Opportunities

Use this workbook and the internet, or watch the ACCE 'Careers in Supply Chain & Logistics Webinars' to research 5 different organisations that you could approach to undertake work experience, an apprenticeship or traineeship or a part-time job in the Regional Supply Chain and Logistics Industry.

Company	Address	Phone	Website/Email



**6c:
Study Table**

Use this table to discover more about possible pathways to jobs that have been discussed throughout this book. The final section has been left blank for you to fill in. Use labourmarketinsights.gov.au and myfuture.edu.au to help you find the information. The links to the qualifications can help you find out more about the courses, and identify local training providers in your region. Remember that these are just *some* of the possible pathways that are out there, and they don't take into account your specific wants and needs. For a more detailed and personalised pathways discussion, speak to your school's Career Department.

Job	Description	IN SCHOOL	POST SECONDARY				LABOUR MARKET SNAPSHOT		
		VET	Cert III	Cert IV	Diploma	Advanced Diploma/ Higher Education	Employed	Average Age	Future Growth
Customer Service Manager	Plan, administer and review customer services and after-sales services, and maintain sound customer relations.	Certificate II in Business	Certificate III in Business	Certificate IV in Business	Diploma of Business	Advanced Diploma of Business Bachelor of Business (Management)			
Couriers and Postal Deliverers	Deliver small items such as documents, messages, mail and parcels.	Certificate II in Driving Operations	Certificate III in Driving Operations						
Fleet Manager	Manage the buying and selling of vehicles for rental agencies and coordinate the leasing of vehicles.	Certificate II in Business Certificate II in Supply Chain Operations	Certificate III in Business Certificate III in Supply Chain Operations	Certificate IV in Supply Chain Operations	Diploma of Logistics	Bachelor of Business (Management) Bachelor of Business (Logistics and Supply Chain Management)			

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Job	Description	IN SCHOOL	POST SECONDARY				LABOUR MARKET SNAPSHOT		
		VET	Cert III	Cert IV	Diploma	Advanced Diploma/ Higher Education	Employed	Average Age	Future Growth
Freight Handlers (Rail or Road)	<u>Load and unload freight trucks, containers and rail cars.</u>	<u>Certificate II in Rail Infrastructure</u> <u>Certificate II in Supply Chain Operations</u>	<u>Certificate III in Rail Infrastructure</u> <u>Certificate III in Supply Chain Operations</u>	<u>Certificate IV in Rail Infrastructure</u> <u>Certificate IV in Supply Chain Operations</u>					
Importers, Exporters and Wholesalers	<u>Plan, organise, direct, control and coordinate the operations of importing, exporting and wholesaling establishments.</u>	<u>Certificate II in Business</u> <u>Certificate II in Supply Chain Operations</u>	<u>Certificate III in International Freight Forwarding (Operator)</u> <u>Certificate III in Supply Chain Operations</u>	<u>Certificate IV in International Freight Forwarding (Senior Operator)</u> <u>Certificate IV in Supply Chain Operations</u>	<u>Diploma of Business</u> <u>Diploma of International Freight Forwarding</u>	<u>Advanced Diploma of International Business</u> <u>Bachelor of International Business</u>			
Retail Manager	<u>Organise and control the operations of establishments which provide retail services.</u>	<u>Certificate II in Business</u>	<u>Certificate III in Retail</u>	<u>Certificate IV in Retail Management</u>	<u>Diploma of Retail Leadership</u>	<u>Bachelor of Business</u>			

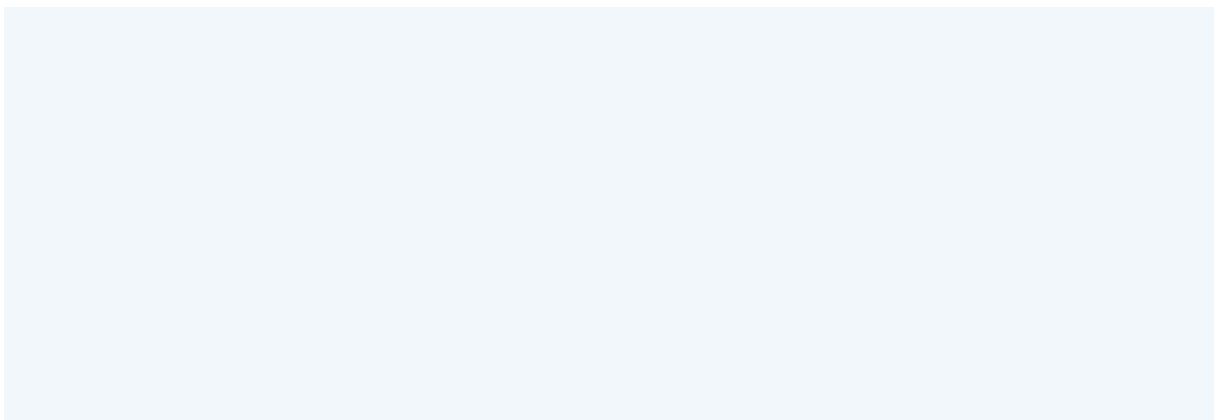
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Job	Description	IN SCHOOL	POST SECONDARY				LABOUR MARKET SNAPSHOT		
		VET	Cert III	Cert IV	Diploma	Advanced Diploma/ Higher Education	Employed	Average Age	Future Growth
Sales Manager	<u>Manage the sales and marketing activities within organisations.</u>	<u>Certificate II in Business</u>	<u>Certificate III in Business</u>	<u>Certificate IV in Business</u>	<u>Diploma of Business</u>	<u>Advanced Diploma of Business</u> <u>Bachelor of Business (Management)</u>			
Transport and Despatch Clerks	<u>Verify and maintain records of incoming and outgoing goods, prepare goods for despatch, arrange clearance and collection of imported cargo from customs and bond stores, and arrange shipment of cargo for export.</u>	<u>Certificate II in Supply Chain Operations</u>	<u>Certificate III in International Freight Forwarding (Operator)</u> <u>Certificate III in Supply Chain Operations</u>	<u>Certificate IV in International Freight Forwarding (Senior Operator)</u> <u>Certificate IV in Supply Chain Operations</u>	<u>Diploma of Logistics</u>	<u>Bachelor of Business (International Management and Logistics)</u> <u>Bachelor of Business (Logistics and Supply Chain Management)</u>			
Warehouse Administrators	<u>Administer and coordinate storage and distribution operations within organisations.</u>	<u>Certificate II in Supply Chain Operations</u>	<u>Certificate III in Supply Chain Operations</u>	<u>Certificate IV in Supply Chain Operations</u>	<u>Diploma of Leadership and Management</u>	<u>Advanced Diploma of Supply Chain Management</u>			

Now that you know more about the make up of the labour force working these jobs, are there any trends that you have noticed? Consider the age and gender profiles, for example.



What do these trends suggest to you about the future need for workers in these industries?



6d:

Who Am I?

Based on all the information you have learnt throughout this workbook, read the clues below and guess the occupation:

I maintain records of incoming and outgoing goods

I arrange shipment of cargo for export

I identify items and containers of incoming and outgoing shipments

I provide information to customers on custom tariffs, tariff classifications and concessions

Hint: You will find me in the Business Studies Bullseye on [myfuture](#)

I am a _____

I identify local and overseas business opportunities

I liaise with local and overseas suppliers and distributors

I arrange shipping of goods into and out of the country

I implement after-sales service procedures

Hint: You will find me in the Economics Bullseye on [myfuture](#)

I am a _____

I organise the purchase and maintenance of transport vehicles, equipment and fuel

I maintain business records and preparing operational statements and reports

I arrange collection and delivery of vehicles and goods

I ensure compliance with occupational health and safety regulations

Hint: You will find me in the Economics Bullseye on [myfuture](#)

I am a _____





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for Career Education

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TO FRONT PAGE