

Logistics

The Logistics training program is designed to meet the entry-level workforce needs of any business that employs stock clerks, shipping & receiving clerks, production techs, logistics techs and/or retail sales-people.



Learning Objectives

- Answer customer questions about merchandise and advise customers on merchandise selection
- Stamp, attach, or change price tags on merchandise, referring to price list
- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise
- Compare merchandise invoices to items actually received to ensure that shipments are correct
- Transport packages to customer vehicles
- Take inventory or examine merchandise to identify items to be reordered or replenished
- Receive, open, unpack and issue sales floor merchandise
- Clean display cases, shelves, and aisles
- Design and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales
- Pack customer purchases in bags or cartons
- Requisition merchandise from supplier based on available space, merchandise on hand, customer demand, or advertised specials
- Perform logistics-related tasks such as: collaborating with other departments to integrate logistics processes including customer sales, order management, accounting, or shipping

Expectations & Requirements

While on the job, you will be expected to display the following traits at all times:

- Punctuality and dependability
- Attention to detail and accuracy
- Cooperation
- Ability to actively listen
- Capacity to communicate effectively
- Self-control



Career Options

Upon completion of the Logistics training program, students will be ready to obtain entry-level employment in any of the following areas: Stock Clerk, Shipping & Receiving Clerk, and/or Logistics.

Stock Clerk

A stock clerk stocks supplies and/or merchandise; attaches identification information to products, items, and/or containers; discusses goods and/or services information with customers; inspects shipments to ensure correct order fulfillment; calculates costs of goods and/or services; collects deposits, payments, and/or fees; delivers items; orders materials, supplies, and/or equipment; monitors inventories of products and/or materials; distributes materials to employees and/or customers; receives shipments; cleans facilities and/or equipment; packages objects for shipping; and performs other tasks as assigned.

Shipping & Receiving Clerk

A shipping and receiving clerk examines shipment contents and compares with records, such as manifests, invoices, or orders, to verify accuracy; records shipment data, such as weight, charges, space availability, damages, or discrepancies, for reporting, accounting, and/or record-keeping purposes; prepares documents, such as work orders, bills of lading, or shipping orders, to route materials; confers or corresponds with establishment representatives to rectify problems, such as damages, shortages, or non-conformance to specifications; packs, seals, labels, and/or affixes postage to prepare materials for shipping, using hand tools, power tools, or postage meter; contacts carrier representatives to make arrangements for shipping and delivery of materials; delivers or routes materials to departments using hand-truck, conveyor, and/or sorting bins; requisitions and stores shipping materials and supplies to maintain inventory of stock; determines shipping methods, routes, and/or rates for materials to be shipped; computes amounts, such as space available, shipping, storage, or demurrage charges, using computer and/or price list; compares shipping routes or methods to determine which have the least environmental impact; and performs other tasks as assigned.

Certified Production Tech, Certified Logistics Tech, Certified Logistics Associate

These certifications recognize individuals who demonstrate mastery of the core competencies of material handling and logistics at the front-line through successful completion of the Logistics certification assessments. The goals of these certifications are to raise the level of performance of certified techs both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness.



Minimum Requirements

Students wishing to enter the Logistics training program must have a minimum academic grade level of 6th grade or higher in reading and basic math skills. Students should be able to walk, stand, stoop, squat, and bend for moderate to prolonged periods of time, as well as be able to lift and carry 10lbs frequently and 50lbs occasionally. In addition, they should be able to tolerate extreme temperatures, dust, allergens, noise, and chemicals. They also should have good communication skills, vision, and functional use of hands, arms, prosthetics, and/or arm stick devices.

Course Duration and Sequence

For the Logistics program, students should expect to spend between 3 to 6 months or 360 to 720 hours in training.

Please note that, with the addition of ancillary services as well as individual pace, student completion timelines will vary.



To learn more about this program and others, please scan the QR code.

