



| NSW Department of Education

# Purchasing and Supply Logistics Clerk

Supply chains are everywhere. From global corporations to local charities, purchasing and supply logistics clerks are critical to business success. From preparing and processing orders and production schedules to monitoring and maintaining stock and inventory, they are helping deliver the right product to the right customer at the right time.

## What supply logistics clerks do

Purchasing and supply logistics clerks deliver the correct amount of goods to the customer on time, ensuring customer satisfaction while being profitable.

They work for firms that specialise in the movement of goods. These include shipping agents, import/export companies, freight forwarding and storage companies, and road haulage firms.

Purchasing and supply logistics clerks use electronic inventory-data-collection devices to examine orders, prepare production schedules and record and coordinate the flow of work and materials between departments.

They communicate with departments outside the supply chain to simplify processes and solve problems that will ultimately improve the company's overall performance.

Purchasing and supply logistics clerks work in offices, storerooms and warehouses and may also be required to operate forklifts or other heavy machinery.

## Will I get a job?

Some growth in this occupation is predicted, with 2,400 new jobs expected to be created in Australia in the next four years.

## What will I earn?

\$1,101–\$1,350 median full-time weekly salary (before tax, excluding super).

### You'll like this job if...

You have great time management and organisational skills. You're detail orientated. You're a multi-tasker. You come up with practical solutions to problems. You have good numeracy skills. You work well under pressure. You have sound interpretation and analysis skills. You're a strong communicator. You're deadline orientated.

### A day in the life...

Work as a purchasing and supply logistics clerk may involve these tasks:

- request supplies and send orders to production departments and other firms
- confirm completion of orders
- sign tally sheets and attach them to checked items
- receive and check purchase requests against inventory records and stock on hand
- examine orders and compile data for production schedules
- check inventories and prepare delivery schedules
- examine containers to ensure they are filled to the right quantity
- identify supply sources and prepare and process purchase orders
- provide pricing and information about goods to prospective customers
- count incoming stock and reconcile it with stock requests
- update inventory and stock location records
- establish and coordinate the operating procedures for receiving, handling, storing, and shipping goods.

### VET qualifications

The following government-subsidised qualifications are available in NSW:

#### Certificate II in Logistics (TLI21815)

- Up to 1 year full-time
- Available as a traineeship
- Graduates employed or in further study: 74.9%\*

#### Certificate IV in Purchasing (BSB41615)

- Up to 2 years full-time
- Graduates employed or in further study: 91%\*

#### Certificate IV in Procurement and Contracting (PSP40616)

- Up to 2 years full-time
- Available as a traineeship
- Graduates employed or in further study: 91%\*

#### Certificate IV in Warehousing Operations (TLI41816)

- Up to 2 years full-time
- Available as a traineeship
- Employed or in further study: 91%\*

### Roles to look out for

- Production clerk
- Production recorder
- Schedule clerk
- Purchasing officer
- Procurement clerk
- Stock clerk
- Stock control clerk
- Stores clerk
- Warehouse administrator
- Order clerk
- Customer orders clerk
- Sales order clerk

### Main employing industries

- Transport
- Postal and warehousing

### Other jobs you may like...

- Supply and distribution manager
- Transport and despatch clerk



To find out more regarding these related jobs, visit [education.nsw.gov.au/job-guides](https://education.nsw.gov.au/job-guides).

#### Information sources

Income: Australian Government Department of Employment, Australian Jobs Report 2017, Occupation Matrix. ANZSCO ID: 2211. Earnings can vary greatly depending on the skills and experience of the worker, and the demands of the role. Career trend: Australian Government Department of Employment 2017 employment projections to May 2022. Graduate outcomes: National Centre for Vocational Education Research. \*Approximately 6 months after they completed VET.

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