

WAREHOUSE/STORE PERSON

Employees receive, handle and despatch goods coming into, or going out of stores or warehouses. They pick, pack and stow stock and operate equipment such as forklifts and order pickers. They may specialise in receiving, despatch or products

Typical Duties:

- Unload goods and check them against order forms
- Catalogue or label items with storage details
- Place goods in bins and on racks, or stack bulky items on floors
- Complete orders by selecting goods from shelves and checking them off appropriate lists
- Package and send out completed orders to customers
- Move heavy packages using forklift machinery
- Obtain details of the location and quantity of items in stock, using visual display units or computers
- Enter details of received cartnotes, requisitions and invoices into computers
- Count and record the number of items in store during stocktake (usually 6 monthly)
- Advise supervisor on stock levels and re-ordering needs
- Help keep the work area neat and tidy.
- Use inventory systems to organise stock control
- Complete receive/dispatch documentation
- Move materials mechanically using automated equipment

Ideal Personal Requirements to gain traineeship:

- Ability to work methodically and accurately
- Good eyesight
- Physical fitness
- Good memory and organisational skills
- Good computer knowledge
- Safety conscious
- There are no minimum entry requirements into this job. However, some employers require completion of VCE.

Education & training to become qualified:

- 12 month fulltime traineeship
- Training is usually conducted on the job, with a TAFE representative coming along every 6-8weeks with workbooks and assignments for the trainee to complete.

