

## Logistician (Swiss Certificate of Competence) in training

Logisticians receive all types of goods, check them and prepare them for storage or delivery to customers. For example, they work with raw materials, industrial products, medicines, letters, parcels or foodstuffs. Depending on their specialisation, they plan, organise and carry out tasks in the areas of distribution or warehousing.

### Activities

#### Receiving goods and administration

- Receive goods, check which products are involved and inspect them, check delivery documents and unload the goods
- Stick on and scan barcodes to enter the goods into the warehouse system
- store products correctly, taking into account the specific characteristics of the goods
- select suitable packaging, e.g. for foodstuffs that spoil quickly or hazardous goods
- enter or forward the required information on the computer or by telephone
- Check and manage stock levels

#### Sales/Distribution

- Process orders received by post, e-mail or telephone, prepare orders on time
- Pack goods safely, cost-effectively and in an environmentally friendly manner
- Create shipping documents (delivery notes and customs forms) on the computer
- Plan and organise delivery depending on the category of goods, recipient, delivery date and means of transport, e.g. lorry or ship
- Load vehicles, carry out deliveries according to customer requirements

#### Tasks in the Distribution specialisation

- Receiving and sorting letters and parcels
- Planning tours and loading cars or scooters, driving a scooter or car, distributing mail and informing customers if necessary
- Manage returns and forwarded items

#### Tasks in the Warehousing specialisation

- Storing goods in warehouses and complying with the regulations for loading shelves, optimise the warehouse system
- Continuously check stock levels to ensure an optimal flow of incoming and outgoing goods
- Calculate stock turnover, i.e. how often goods are stored and delivered again, compile statistics
- Dispose of waste in accordance with environmental regulations

### Training programme

Duration: 3 years (our students are at the beginning of their 3<sup>rd</sup> year of training)

Training in vocational practice: In a distribution company or in a warehouse. During the apprenticeship, internships can be completed in other specialisations.

School education: 1 day at the vocational college in the Bildungszentrum Limmattal training centre

#### Learning content

- Organising orders
- Designing and optimising the deployment of labour
- Receiving and managing goods, distributing goods
- Additional subjects depending on specialisation

Inter-company courses: Practical learning, consolidation and practice of professional basics, 24 days over 3 years in the distribution specialisation and 25 days over 3 years in the warehousing specialisation.

Degree: Logistician with the Swiss Certificate of Competence, including SUVA-recognised forklift driver's licence<sup>1</sup>

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<sup>1</sup> Source and further information: [berufsberatung.ch](http://berufsberatung.ch)

