



# Apprenticeship Operating Logistics Clerk

## Length of apprenticeship

3 years

## Training system

Dual educational system in the company and in the vocational school.

Dual education: office clerk education included.

## What do I learn in the company?

- Extensive insight into the logistics processes of a company
- Occupational safety
- Technical knowledge and warehouse processes
- Contact with customers, suppliers and various departments
- Administrative management
- Organization, independence

## Vocational school

Vocational school in Ried, Upper Austria

Teaching approach: courses

## What do I learn in vocational school?

- Commercial arithmetic and accounting
- Practical application of the acquired knowledge
- Understanding of business and economics
- General education
- Political education
- German and communication
- Word processing and data processing
- Job-related English
- Business economics class
- Logistics
- Product knowledge

## Equipment

- PC
- Peripheral devices
- Communication devices
- Forklift
- Packaging materials

## Main duties

- Goods receipt (receipt of goods & examination, breakdown by departments)
- Picking (preparation for shipping)
- Monitoring and management of the stock
- Warehousing (arrangement of received goods, examination of the storage facility)
- Packaging
- Goods issue (inspection of packaging & decision on shipping method of goods)
- Evaluation of the workplace

## Requirement profile

- Computer skills (basic knowledge)
- Good German and English skills (spoken and written)
- Ability to work in a team
- Reliability
- Stress-resistance
- Resilience
- Ability to work independently
- Safe handling of equipment

## Infos

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