

AUSTRALIAN EMPLOYMENT COVENANT

Wholesale Trade Industry

General Overview

The wholesale trade industry is the purchase and on selling of goods to businesses or institutional users. There are a number of sectors which the wholesale trade industry is divided into. The divisions include farm produce, minerals, metal and chemicals, builder supplies, machinery and equipment, motor vehicles, textile clothing and footwear, house hold goods, food, drink and tobacco. Therefore you have a huge range of options when choosing a division you would like to work in!

Usually wholesalers operate from a warehouse or office with little or no display of goods. They are generally not located or designed to attract a high proportion of walk-in customers. Wholesaling is often characterised by high value and bulk volume transactions

So what sort of person do you need to be to work in this industry? This industry is suited to a variety of people as it involves hands on, physical work as well as administrative duties. To work in this industry you need to:

- ✓ Be comfortable working with team members, and individually
- ✓ Enjoy practical work
- ✓ Have good organisational skills
- ✓ Have good planning and numeracy skills
- ✓ Have a methodological approach to work
- ✓ Have good communication skills

The Jobs

There are a variety of positions available within this industry, for example:

Store Person – Store people receive, handle and despatch goods coming into, or going out of the warehouse. Usual duties for a store person may include unloading goods and checking them against order forms, completing orders and moving heavy packages using forklift machinery. You may also be required to enter details of received delivery slips, requisitions and invoices into computers.

Inventory and Supply Officers – Inventory and Supply Officers receive and send off goods, manage stock levels and record stock movement. Your duties may include preparing purchase orders, receiving, storing and issuing goods and preparing inventories. Pricing incoming goods, estimating costs of requisitions and removing excess assets and unnecessary stock may also be a part of your responsibilities.

Logistics Clerk – Logistics clerks record and coordinate the flow of work and materials between departments, examine orders for goods, and prepare production schedules. You may be responsible for the requisition of supplies from stock and sending orders to production departments. Logistics clerks receive and check purchase requests against inventory records and stock on hand. You may need to investigate and identify supply sources and prepare and process purchase orders as well as count incoming stock.

Industry Requirements

- ✓ Be capable of meeting any physical demands which may be required
- ✓ Practice health and safety regulations
- ✓ Available to do shift work
- ✓ Good attention to detail

Participant Details

Name:

Address:

Contact Number 1:

Contact Number 2:

Job Seeker ID:

Job Network Provider:

Case Manager Name:

Phone Number:

Mobile Number:

Email:

Training Details

Dates:

Training Provider:

Training Location:

Trainer Name:

Uniform Requirements:

Meals Required:

Other Requirements:

Minimum Requirements Checklist

- Are you able to complete the physical demands of the job?
- Do you have basic numeracy skills?
- Are you a good organiser and with sound planning skills?
- Are you a clear communicator?
- Do you have good attention to detail?
- A Drivers License is required for some positions such as Forklift Driver.

Signatures

Participant Name:

Participant Signature:

Case Manager Name:

Case Manager Signature: