

## Higher Nitec in Logistics & Supply Chain Management

HF3LG

Higher Nitec in Logistics & Supply Chain Management

3 month IA Duration

LG43008FPE

1. Apply communication skills to workplace tasks
2. Respond to customer/stakeholder requests and enquiries
3. Produce business documents using software
4. Build relationships with customers/stakeholders
5. Provide information on products and services
6. Manage service breakdown and recovery
7. Coordinate business meeting/ appointment/ activity
8. Manage and maintain documents and data, and prepare report
9. Execute warehouse receiving
10. Perform picking and packing
11. Perform marking and labelling of in-bound and out-bound shipment
12. Perform stocktakes

HF3LG, HF2LG, HFXLG

Higher Nitec in Logistics & Supply Chain Management

6 month IA Duration

LG53005FPE|LG53006FPE

1. Manage workplace communication (oral, written eg emails reports etc)
2. Build relationships with customers/stakeholders
3. Provide customer service (requests, enquiries, breakdown and recovery)

4. Perform housekeeping and safe management measures
5. Perform administrative duties (payment and collection, stock receipt and replenishment, incoming and outgoing mails etc)
6. Execute warehouse receiving
7. Perform picking and packing
8. Perform stocktakes
9. Handle goods return
10. Handle import/export procedures
11. Produce import/export documentation or permit
12. Arrange transport of air/ocean/land freight