

Logistics Technician Competencies

Required Competencies	
Safety	Understands and upholds safe workplace practices in a warehouse environment.
Organization	Conducts general housekeeping and cleanup. Maintains a tidy, organized workspace.
Business Fundamentals	Understands basic business terminology, functions, and processes.
Reporting and Record Keeping	Inputs data in an Enterprise Resource Planning (ERP) system or similar system. Accesses ERP system to gather information.
Receiving	Verifies that material received from suppliers matches the purchase order in terms of quality, quantity, price, and delivery. Investigates and resolves discrepancies.
Inventory Management	Verifies that the company's electronic inventory records match physical inventory. Investigates and resolves discrepancies. Monitors inventory levels and product movement.
Shipping	Prepares finished products for shipment, which includes verifying contents and paperwork, providing necessary documentation, packing, labeling, and coordinating with transportation carriers.
Purchasing	Prepares purchase orders and communicates with suppliers to ensure that the company receives material that meets its quality, quantity, price, and delivery expectations.
Optional Competencies:	
Production Schedule Management	Manages production schedule. Secures and prepares materials and documentation required for production.
Supplier Relationship Management	Develops and maintains good working relationships with suppliers through supplier meetings, visits, and negotiations.