

SSLPR16 Warehouse and Logistics Supervisor

1. Job role

TCF sub-sector	Leather Production
Functional area	Supply Chain and Logistics
Job role	SSLPR16 Warehouse and Logistics Supervisor
Job role description	Supervises warehouse, storage and dispatch operations in a leather production facility. Coordinates inbound raw hides, chemicals and consumables and outbound finished leather. Leads Storepersons, Forklift Operators and administrative staff while managing site access for drivers, suppliers and others needing access to warehouse facility.
Performance expectations	• Ensure safe and efficient receipt, storage and dispatch • Maintain accurate inventory and traceability • Supervise Storepersons and Forklift Operators • Coordinate logistics with production and procurement • Ensure dangerous goods and WHS compliance • Manage contractor and driver access controls • Maintain warehouse documentation systems
Specialisation	Chemical storage compliance, export dispatch coordination, cold storage management or WMS integration.
Application in other Textile, Clothing and Footwear (TCF) sectors	Applicable to textile, footwear, leather goods and other manufacturing warehouse environments.

2. Key tasks and critical work functions

Key tasks	• Supervise goods receipt and inspection • Allocate storage locations and manage stock rotation • Coordinate dispatch of finished leather • Schedule warehouse staff and equipment use • Monitor hazardous goods storage compliance • Control site access for external drivers and contractors • Conduct stock reconciliation and cycle counts • Liaise with production planning and procurement
Critical work functions	• Accurate stock control and traceability • Safe handling of heavy and hazardous materials • Prevention of dispatch errors and delays • Monitoring of safety protocols • Alignment of warehouse throughput with production schedules

3. Technical skills

Inventory systems	Operate ERP/WMS systems for stock control.
Dangerous goods compliance	Supervise safe chemical storage.
Material handling	Coordinate forklift and mechanical handling.
Logistics scheduling	Manage inbound and outbound freight.
Documentation control	Maintain dispatch and compliance records.
Contractor management	Oversee external access and safety compliance.
Stock reconciliation	Resolve discrepancies and maintain accuracy.

4. Generic Skills

Leadership	Supervise warehouse personnel.
Communication	Coordinate with production and contractors.
Organisation	Plan storage and dispatch operations.
Problem solving	Resolve stock and delivery issues.
Attention to detail	Ensure documentation accuracy.
Safety focus	Promote safe warehouse operations.

5. Emerging skills

Emerging skills	• Digital warehouse management systems • RFID and barcode tracking • Real-time freight tracking systems • Digital induction systems • Sustainability tracking in logistics • Data analytics for stock optimisation
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6. VET Qualifications and Skill Sets

Entry-level preparation	TLI41816 Certificate IV in Warehousing Operations or equivalent.
Advanced development	TLI50224 Diploma of Logistics or equivalent.

7. Job progression

Possible job progression	Warehouse Supervisor → Logistics Manager → Supply Chain Manager → Operations Manager
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8. Classification

Australian Qualifications Framework	AQF Level 4-5
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2
Open Source Classification of Occupations for Australia (OSCA)	Warehouse Supervisor / Logistics Supervisor – Manufacturing context.



Skills Insight is a Jobs and Skills Council funded by the Australian Government Department of Employment and Workplace Relations.