

CS32 Warehouse and Logistics Supervisor

1. Job role

TCF sub-sector	Cross Sector
Job role	CS32 Warehouse and Logistics Supervisor
Job role description	Supervises warehouse and logistics operations within TCF production and processing environments. Oversees inbound materials, inventory control, finished goods storage and outbound dispatch, ensuring accuracy, traceability and timely distribution in line with production and customer requirements.
Performance expectations	• Maintain accurate inventory control and traceability • Ensure timely receipt and dispatch of goods • Minimise stock discrepancies and losses • Maintain safe warehouse operations • Optimise warehouse layout and workflow efficiency • Supervise and develop warehouse staff performance
Specialisation	• Manufacturing inventory systems • Production-related logistics coordination • Export and domestic distribution compliance
Application in other TCF sectors	Transferable to leather goods, apparel manufacturing and broader industrial logistics environments.

2. Key tasks and critical work functions

Key tasks	• Supervise receiving, storage and dispatch operations • Monitor inventory accuracy and stock reconciliation • Coordinate transport and freight providers • Ensure correct labelling and packaging compliance • Implement warehouse safety procedures • Oversee cycle counts and stock audits • Report logistics performance metrics to management
Critical work functions	• Ensuring material availability for production schedules • Maintaining finished goods integrity and traceability • Reducing dispatch errors and delivery delays • Managing warehouse staff performance and workflow • Ensuring compliance with WHS and manual handling standards • Maintaining accurate ERP inventory data • Supporting efficient supply chain operations

3. Technical skills

Inventory management systems	Use ERP and warehouse management systems.
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Stock control methods	Apply FIFO, cycle counting and reconciliation processes.
Logistics coordination	Manage transport scheduling and freight documentation.
Warehouse safety compliance	Apply WHS and manual handling standards.
Data reporting	Generate logistics performance reports.
Barcode and traceability systems*	Maintain digital tracking systems.
Export compliance knowledge	Understand customs and trade documentation requirements.
Team supervision	Lead and coordinate warehouse personnel.

*Technical skills identified as emerging skills in TCF industry.

4. Generic Skills

Leadership	Supervise and motivate warehouse teams.
Attention to detail	Ensure inventory accuracy and documentation precision.
Communication	Coordinate across production and transport providers.
Problem solving	Resolve logistics disruptions efficiently.
Planning and organisation	Manage workflow and dispatch priorities.
Time management	Meet dispatch and delivery deadlines.

5. Emerging skills

Emerging skills	- Automated warehouse systems - AI-driven inventory forecasting - Sustainable packaging and logistics practices - Digital supply chain integration - Real-time inventory analytics - Carbon footprint monitoring in logistics
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6. VET Qualifications and Skill Sets

Entry-level preparation	TLI40324 Certificate IV in Supply Chain Operations or equivalent
Advanced development	TLI60222 Advanced Diploma of Supply Chain Management

7. Job progression

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

Australian Qualifications Framework	AQF Level 4-5
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2-3 (Supervisors / Technicians)
Open Source Classification of Occupations for Australia (OSCA)	Warehouse and Logistics Supervisor - Manufacturing



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