

CS62 Logistics and Compliance Coordinator

1. Job role

TCF sub-sector	Cross-sector
Job role	CS62 Logistics and Compliance Coordinator
Job role description	Coordinates logistics, inventory movement and compliance activities across TCF supply chains to ensure timely, accurate and compliant movement of goods from sourcing through to delivery. The role manages dispatch, transport coordination, documentation and regulatory compliance (including labelling, import/export and safety requirements), while integrating with ERP and tracking systems. It supports efficient supply chain operations across manufacturing and service environments.
Performance expectations	• Ensuring accurate and timely dispatch and delivery of goods • Maintaining compliance with labelling, safety and regulatory requirements • Coordinating transport, carriers and delivery schedules • Maintaining accurate inventory and shipment records • Minimising delays, errors and compliance risks • Ensuring correct documentation for domestic and international shipments • Supporting integration with ERP, WMS and tracking systems • Maintaining clear communication with production, suppliers and customers • Supporting continuous improvement in logistics efficiency • Adhering to workplace health, safety and compliance procedures
Specialisation (optional)	Import/export compliance, inventory control, transport coordination, ERP/WMS systems, hazardous goods handling, garment tracking integration
Application in other Textile, Clothing and Footwear (TCF) sectors	• Apparel production supporting inbound materials and outbound finished goods • Textile manufacturing supporting bulk material logistics and distribution • Footwear production supporting component sourcing and product distribution • Leather goods production supporting small-batch and premium product logistics • Dry cleaning and laundry supporting collection, delivery and route coordination • Uniform and workwear supporting contract fulfilment and distribution

	• Manufacturing and service industries supporting end-to-end logistics coordination • Manufacturing and service industries supporting general production tasks
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2. Key tasks and critical work functions

Key tasks	• Coordinating inbound and outbound shipments • Preparing shipping and compliance documentation • Scheduling transport and liaising with carriers • Tracking shipments and updating stakeholders • Maintaining inventory and stock movement records • Ensuring labelling and compliance requirements are met • Resolving delivery or compliance issues • Using ERP/WMS systems to manage logistics data
Critical work functions	• Ensuring accuracy of shipment data and documentation • Maintaining compliance with regulatory requirements • Preventing delays, errors and non-compliance penalties • Coordinating effectively across supply chain stakeholders • Maintaining real-time visibility of goods movement • Supporting efficient and reliable logistics operations • Ensuring safe handling and transport of goods

3. Technical skills

Logistics coordination	Application of supply chain and logistics processes including planning and coordinating transport and delivery schedules
Compliance	Familiarity with compliance requirements (e.g. product safety, labelling, ethical sourcing, modern slavery) and shipping, customs and compliance documentation
ERP/WMS systems	Using enterprise and warehouse systems to manage inventory and shipments
Inventory control	Tracking stock levels and movements
Transport management	Liaising with carriers and managing freight
Labelling and standards	Ensuring products meet labelling and regulatory standards
Data management	Maintaining accurate logistics and compliance records

4. Generic Skills

Attention to detail	Ensuring accuracy in documentation and data
Organisation	Managing multiple shipments and schedules
Communication	Coordinating with suppliers, carriers and internal teams
Problem solving	Resolving logistics and compliance issues
Time management	Meeting delivery deadlines
Analytical thinking	Interpreting logistics data and performance

5. Emerging skills

Emerging skills	• Using real-time tracking and IoT logistics systems • Integrating logistics with digital production workflows • Applying sustainability and carbon tracking in logistics • Using advanced analytics for supply chain optimisation • Supporting e-commerce fulfilment and last-mile delivery • Using automated warehouse and routing systems
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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 or equivalent or bachelor's degree in supply chain management, business or operations

7. Job progression

Possible job progression	Dispatch Officer → Logistics and Compliance Coordinator → Supply Chain Supervisor → Supply Chain Manager → Head of Supply Chain
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8. Classification

Australian Qualifications Framework	AQF Level 4-6
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2-3
Open Source Classification of Occupations for Australia (OSCA)	Logistics Coordinator / Supply Chain Officer - TCF



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