

CS80 Supply Chain / Export Coordinator

1. Job role

TCF sub-sector	Cross sector
Job role	CS80 Supply Chain / Export Coordinator
Job role description	Coordinates domestic and international supply chain activities, including export logistics, documentation and compliance for TCF manufacturing operations. In the Australian TCF industry, the Supply Chain / Export Coordinator manages the movement of raw materials and finished goods across global and domestic supply networks. The role ensures that export shipments comply with international trade regulations, documentation requirements and customer specifications. The coordinator works closely with production, warehouse, transport providers, customs agents and customers to ensure timely, accurate and cost-effective delivery of goods in a complex global trade environment.
Performance expectations	• Coordinating timely and accurate shipment of goods • Ensuring compliance with export regulations and documentation • Managing logistics providers and freight arrangements • Maintaining accurate supply chain records and tracking • Minimising delays, errors and additional costs • Supporting customer delivery requirements and satisfaction • Monitoring supply chain performance and risks • Following WHS and organisational procedures
Specialisation	Export documentation, customs compliance, freight coordination, supply chain planning, international logistics systems
Application in other TCF sectors	• Manufacturing and export industries • Retail and global supply chains • Freight forwarding and logistics • Agriculture and commodities export • Import/export trading businesses

2. Key tasks and critical work functions

Key tasks	• Coordinating export shipments and logistics • Preparing export documentation (invoices, packing lists, bills of lading) • Liaising with freight forwarders and customs brokers • Tracking shipments and resolving delays • Managing inventory movements and supply chain data • Ensuring compliance with international trade regulations • Communicating with customers and internal teams • Maintaining accurate records and reporting
Critical work functions	• Ensuring compliance with export and trade regulations • Maintaining supply chain continuity and efficiency • Supporting timely delivery to domestic and international customers • Preventing documentation errors and shipment delays • Managing logistics risks and disruptions • Maintaining accurate traceability and reporting • Supporting business profitability through efficient logistics

3. Technical skills

Export documentation	Preparing and managing shipping documents
Logistics coordination	Managing freight and transport arrangements
Customs compliance	Understanding international trade regulations
Supply chain systems	Using ERP and logistics platforms
Inventory tracking	Monitoring stock and shipment status
Data management	Maintaining accurate records and reports
Freight management	Working with carriers and service providers
Regulatory knowledge	Understanding import/export requirements

4. Generic Skills

Attention to detail	Ensuring accuracy in documentation
Problem solving	Resolving logistics and shipment issues
Communication	Coordinating with stakeholders and partners
Time management	Managing deadlines and schedules
Organisation	Handling multiple shipments and tasks
Teamwork	Working across supply chain functions
Adaptability	Responding to changing global conditions

5. Emerging skills

Emerging skills	• Digital supply chain platforms and automation • Real-time tracking and visibility systems • Data analytics for supply chain optimisation • Sustainability and ESG reporting in logistics • Blockchain for supply chain traceability • Integration with global trade compliance 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	Logistics Administrator → Supply Chain / Export Coordinator → Senior Coordinator → Supply Chain Manager → Operations Manager
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8. Classification

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



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