

# Purchasing and Supply Logistics Clerks

Purchasing and supply logistics clerks prepare and process orders for goods and services, monitor stock levels and supply sources and maintain stock and inventory levels, record and coordinate the flow of materials between departments, prepare production schedules, and administer and coordinate storage and distribution operations within organisations.

## Job title examples



- Production Clerk / Production Recorder / Schedule Clerk
- Purchasing Officer / Procurement Clerk
- Stock Clerk / Stock Control Clerk / Stores Clerk
- Warehouse Administrator
- Order Clerk / Customer Orders Clerk / Sales Order Clerk

## Other jobs in this field of work

## What purchasing and supply logistics clerks do



- requisition supplies from stock and send orders to production departments and other firms
- confirm completion of orders and compliance with details specified, sign tally sheets and attach to checked items
- receive and check purchase requests against inventory records and stock on hand
- examine orders and compile data for production schedules
- check inventories and prepare delivery schedules
- examine containers to ensure that they are filled, and record quantities
- investigate and identify supply sources and prepare and process purchase orders
- provide price and other information about goods to prospective customers
- count incoming stock and reconcile it with requisitions, and update inventory and stock location records
- establish and coordinate the operating procedures for receiving, handling, storing and shipping goods

## Main employing industries



- Transport
- Postal and warehousing

## Qualifications



The following government subsidised qualifications are available in NSW:

**Certificate II in Logistics** available as a traineeship or qualification

**Certificate IV in Purchasing** available as a qualification

**Certificate IV in Procurement and Contracting** available as a traineeship or qualification

**Certificate IV in Warehousing Operations** available as a traineeship or qualification

**Course fees:** You may be eligible for government subsidised training under Smart and Skilled. Go to the [Course Finder](#) to find training in your area, estimate your fee and find a training provider.

## Job prospects and pay



- There are around 15,754 purchasing and supply logistics clerks working in NSW.
- Over the next four years, employment in this occupation is expected to remain stable in NSW.
- Currently, no specific region in NSW reports purchasing and supply logistics clerks shortages.

### Average weekly full time earnings (before tax):

- Purchasing and supply logistics clerks: \$1042
- All occupations: \$1,200

## Related jobs



- Transport and despatch clerks
- Supply and distribution managers

To find out more regarding these related jobs, visit the [Job Guides Homepage](#).

### Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16

Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23

Earnings: Department of Employment, joboutlook.gov.au, based on ABS Characteristics of Employment Survey, August 2014