

1. TITLE OF THE CERTIFICATE ⁽¹⁾

Logistiku abi, tase 4

⁽¹⁾ in the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾

Logistic assistant, level 4

⁽¹⁾ if applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES

People working in this profession deal with leading and organising different activities of the field of logistics, e.g. organising transport operations, organising warehouse work, planning of stock of goods and flow of the product etc.

The purpose of work of level 4 assistant of logistician is the daily management of client and/or supplier relationship in the field of logistics and assisting the direct manager. His/her work involves client servicing, handling orders, processing information, managing documentation, purchasing and selling logistics services, transport management, etc.

An assistant of logistician of level 4 works independently in routine situations but in extraordinary or complex situation might need supervision.

The work involves much communication, both internal and external. An assistant of logistician of level 4 must be prepared to work alone and in a team.

The work of level 4 assistant of logistician requires correctness, adaptability to new situations, fast reaction, and ability to organize one's workplace, independent thinking, communication skills and willingness.

Competencies:

- Handling transport orders;
- Handling warehouse activities;
- Purchasing and selling logistics services;
- Customer service;
- Managing reserves and performing purchase operations;
- Quality management in logistics;
- Use of information and IT systems;
- Using information and communication technology;
- Risk management;
- Management of reverse logistics.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾

Secretary of logistics, assistant of logistician, customer service worker of logistics, assistant of logistician, logistician-attendant, junior logistician

^(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu/en/home>

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(¹) If applicable

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	Name and status of the national/regional authority providing accreditation/recognition of the certificate Sector Skills Council approved by a Regulation of the Government of the Republic
Level of the certificate (national or international) Estonian Qualification Framework level 4 European Qualification Framework level 4	Grading scale / Pass requirements passed/fail
Access to next level of education/training	International agreements
Legal basis Occupational Qualifications Act (RT I 2008, 24, 156; 01.09.2008)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

In order to obtain a occupational certificate, the applicant has to prove all his/her competencies required by the occupational standard and by the procedure for awarding of occupational qualification established by the body awarding the occupational qualification.

More information (including a description of the national qualifications system) available at:
www.kutsekoda.ee