

GLOBAL LOGISTICS EMPLOYEE WORKPLACE SKILLS

WORKPLACE READING REQUIRED

- Read documents
 - Bill of Lading
 - Packing List
 - Commercial Invoice
 - Shippers Export Declaration
 - other documents as required
- legislation governing freight forwarding
- policies and procedures
- charts, tables, graphs
- International Commercial Terms (Incoterms)
 - C terms
 - D terms
 - E terms
 - F terms

WORKPLACE WRITING REQUIRED

- Complete documents

READING SKILLS REQUIRED

- Reading at grade level 8-10
- Read English
- Locate information on forms and in books
- Find the main idea
- Compare and contrast information
- Cross-reference information
- Separate essential from nonessential information
- Interpret codes
- Scan documents for key words
- Read, interpret, and apply technical information
- Recognize and apply abbreviations
- Understand freight forwarding terminology
- Understand the relationship between documents

- Write accurately and concisely using
 - proper format
 - spelling
 - punctuation
 - grammar
 - capitalization
 - terminology
 - freight forwarding abbreviations

COMPUTER SKILLS REQUIRED

- Microsoft Word, Excel, Outlook
- Internet
 - reference websites
 - online tracking

GLOBAL LOGISTICS EMPLOYEE WORKPLACE SKILLS

WORKPLACE MATH REQUIREMENTS

Compute

freight costs
port charges
consular fees
cost of special documentation
cost of special insurance
handling fees

Convert from customary American units of measurement to metrics

pounds to kilos and metric tons

Compute volume

cubic inches, cubic feet, cubic meters

Compare costs

metric tons versus cubic meters

Use a calculator

MATH SKILLS NECESSARY

- arithmetic
 - addition
 - subtraction
 - multiplication
 - division
 - decimals
 - place value
- metrics
- conversion of measurements
- geometry formula for volume

ADDITIONAL REQUIREMENTS

- 18 years of age or older
- valid drivers license
- no felony convictions
- high school diploma or GED
- some work history