

Key to Logistics Technician Tasks A2

I. Key to Reading Comprehension tasks

Task 1: transport documents: Delivery Order, Dock Receipt, Bill of Lading (B/L), Sea Waybill, Air Waybill, Shipping Guarantee, Packing Note or List

Task 3:

1. cél=purpose
2. szerződés=contract
3. alkalmazott=employee
4. átvételi elismervény=receipt
5. felhatalmazott=authorized
6. jogilag kötelező érvényű=legally binding
7. feladatok elkülönítése=segregation of duties
8. által kiadott=issued by
9. feladó=shipper
10. fuvarozó=carrier
11. címzett=receiver
12. vagyon lopás=asset theft
13. pontosan=accurately
14. szállítmány feldolgozása=process a shipment
15. tartalmaz=include
16. belső=internal

II. Key to CV Tasks

Task 1: Logistics Technicians are **personnel assigned in the company's warehouse or logistics facility**. They primarily manage the systems involved in the processing of orders and delivery requests. ... They manage the delivery of goods to the warehouse, the storage of these goods, and the labelling system employed in the facility.

III. Key to Letter of Application Tasks

Task 2: 6, 8, 2, 5, 7, 1, 9, 3, 4

Dear Mr. Robinson,

I am writing to apply for the job of logistics technician I saw it on the jobmonitor website on 30th June.

I am a 19-year-old single woman. I studied logistics at Inczedy György Secondary Technical School in Nyíregyháza. I have just graduated, so I am an entrant. I can speak English and a little German. I have intermediate language certificate from English. Currently, I am unemployed, but I would like to get a job as soon as possible.

I have some working experience, as in the summer holidays I worked for Interspar hypermarket and Praktiker DIY store. I had to keep the stock room organized, I removed the items from the trucks and place them in the right section of the warehouse. I also unpacked the goods and placed them on the shelves.

I prefer working individually but I can also work in a team. Moreover, I am reliable, hard-working and flexible. I am a computer literate. I hope my skills are sufficient for this job.

I attached my CV. I am available for a job interview at your convenience. I hope my application caught your interest.

I look forward to your early reply.

Yours sincerely,

Szibilla Fekete

IV. Key to Small Talks Tasks

Task 1: Job Interview

1 d, 2 b, 3 k, 4e, 5 j, 6 i, 7 c, 8 f, 9 h, 10 g, 11 a

- **Good morning! Can I check a few of your personal details?**
- Yes, of course.
- **What's your name?**
- My name is Endre Bodzás.

- **Where and when were you born?**
- I was born on 3rd June in 2003 in Nyíregyháza.
- **OK. Thank you. Tell me about yourself.**
- I grew up in Nyíregyháza, Hungary. I always liked organizing things, such as trips, parties. My friends often asked me to estimate the costs, to arrange the accommodation and the meals, to plan routes.
- **What qualifications have you got?**
- I studied at Inczedy György Secondary Vocational School. I have a graduation certificate and a professional certificate. I am a logistics technician.
- **Do you have any working experience?**
- As I am an entrant, I don't have too much working experience. As a student I had professional practice every summer holiday. I checked the shelves where shortage of goods is, and I uploaded the shelves from the stock. I also worked at customer service and helped the consumers.
- **Why should we hire you?**
- I am precise, I always meet the deadline, I try to do my best. My qualifications make me suitable for this position.
- **What is your greatest strength?**
- I've always been detail-oriented in my work, and it's something I enjoy.
- **What is your greatest weakness?**
- I can be too critical of myself.
- **Where do you see yourself in 5 years?**
- *I would like to work for your company, but in a higher position.*
- **And a final question. If I offer you the job, when could you start?**
- I can start next week.

Task 2: 1 disappointed, 2 delay, 3 order number, 4 unpacked, 5 sorry, 6 damaged, 7 careless, 8 packing, 9 compensate, 10 consignment

V. Key to Occupational Safety Tasks

Task 1: Types of general safety signs: mandatory, warning, information, emergency and prohibition signs.

- 1: mandatory sign: ear protection
- 2: emergency sign: emergency exit
- 3: warning sign: general danger
- 4: prohibition sign: no smoking
- 5: information sign: parking lot

Task 2: 1f, 2e, 3a, 4b, 5c, 6d