

## **Logistics Technician B1**

### **I. Reading Comprehension Tasks**

*Task 1: Read the text about bill of lading and try to understand it. If you need, you can consult a dictionary.*

#### **Bill of Lading**

##### **What Is a Bill of Lading?**

A bill of lading (BL or BoL) is a legal document issued by a carrier to a shipper that details the type, quantity and destination of the goods being carried. A bill of lading also serves as a shipment receipt when the carrier delivers the goods at a predetermined destination. This document must accompany the shipped products, no matter the form of transportation, and must be signed by an authorized representative from the carrier, shipper and receiver.

##### **Understanding Bills of Lading**

- The bill of lading is a legally binding document that provides the carrier and shipper with all of the necessary details to accurately process a shipment. It has three main functions. First, it is a document of title to the goods described in the bill of lading. Secondly, it is a receipt for the shipped products. Finally, the bill of lading represents the agreed terms and conditions for the transportation of the goods.
- As an example, a logistics company intends to transport, via heavy truck, gasoline from a plant in Texas to a gas station in Arizona. A plant representative and the driver sign the bill of lading after loading the gas on the truck. Once the carrier delivers the fuel to the gas station in Arizona, the truck driver requests that the station clerk also sign the document.
- Every business needs to have internal controls in place to prevent theft. One key component of internal control is segregation of duties, which prevents one employee from having too much control within a business. No two internal controls systems are the same. However, most follow a standard set of core philosophies that have become standard management practice. The implementation of internal controls can help streamline operations and prevent fraud. A bill of lading is one of several key documents that must be properly managed and reviewed to prevent asset theft.

By EVAN TARVER

Reviewed by JANET BERRY-JOHNSON

Updated May 19, 2021 <https://www.investopedia.com/terms/b/billoflading.asp>

*Task 2: Answer the questions about the bill of lading:*

1. What's the abbreviation of bill of lading?
2. What kind of document is it?
3. What does a bill of lading contain?
4. What kind of transportation can it be used for?
5. Who has to sign it?
6. Who sign the bill in the example?
7. What main functions does it have?
8. Why does a business have internal controls?
9. Why is a bill of lading useful?

## II. CV Tasks

*Task 1: Read a professional Logistics Supervisor's Resume (CV) and try to understand it.*

*Translate the unknown words with the help of a dictionary.*

### Miles Adams

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### Logistics Profile

Excel at coordinating tasks of delivery of equipment, materials, and resources. Good at reviewing invoices and shipping manifests, knowing local customs and international regulations. Master at identifying redundancies and maximizing resources to streamline operations. Proficient in a variety of logistics and supply management software.

### **Areas of Expertise**

- Distribution Management
- Quality Assurance
- Inventory Control Processes
- Standards / Procedures Compliance
- Vendor and Staff Relations
- Transportation / Materials Handling
- Training and Leadership

### **Professional Experience**

*United States Army (various locations) - 6/2003 – 6/2015*

*Logistics/Distribution Supervisor, 6/2011 – 6/2015*

I developed an efficient routing system in supplies and equipment. I monitored all transportation operations, including quality controls. I controlled transportation between various organizations and countries. I checked dispatching, routing, tracking, and shipping activities to ensure safe delivery of transportation equipment. I trained and coached staff on new tracking procedures.

*Logistics Coordinator, 6/2007 – 6/2011*

I collaborated with Logistics Managers. I controlled shipping equipment and supplies worldwide. I tracked and monitored cross-border transportation activities. I led smaller teams in developing effective stocking and inventory-management systems to minimize loss and maximize performance.

*Logistics Support, 6/2003 – 6/2007*

I prepared documentation and coordinated transport of resources and materials. I marked and labeled freight; documented, verified, and inventoried cargo; and prepared and submitted report documentation. I managed office correspondence.

## Education & Training

Business Administration Major, 2013 - Present

University of Maryland

Professional Development

- Advanced Logistics Management
- Distribution Operations
- Leadership and Supervision
- Advanced Inventory Management

**Task 2:** Find the English Equivalents of the following Hungarian phrases:

1. raktárkezelés
2. kiváló a feladatok egyeztetésében / koordinálásában
3. elosztási műveletek
4. vezetés és felügyelet
5. számlák és szállítási jegyzékek
6. helyi szokások
7. nemzetközi előírások
8. leépítések
9. egyszerűsített műveletek
10. minőségbiztosítás
11. raktárirányítási folyamatok
12. szabványoknak / eljárásoknak való megfelelés
13. eladói és személyzeti kapcsolatok
14. anyagkezelés
15. úttervező / útválasztó rendszer
16. nyomon követési eljárások
17. határokon átmenő szállítás
18. jelöltem és felcímkeztem az áruszállítást

**Task 3:** Create your own CV with the help of an online resume builder:

[https://resume.io/?gclid=EAJaIQobChMI4HqucKV8gIVB893Ch0obARFEAAAYASAAEgII3fD\\_BwE](https://resume.io/?gclid=EAJaIQobChMI4HqucKV8gIVB893Ch0obARFEAAAYASAAEgII3fD_BwE)

<https://resume.io/app/resumes/15370512/wizard>

### III. Letter of Application / Cover Letter / Motivation(al) Letter Tasks

**Task 1:** Read Nelson Tirado's cover letter applying for a Logistics Supply Technician position.

What parts does it consist of?

Dear Ms. Anna Adams,

I am applying for the Logistics Supply Technician position with Evenflo Company, Inc.

I have a NQR certificate in logistics management and two years of experience working in a warehouse where I was responsible for recording all items shipped and received in the company's database system. My ability to follow detailed instructions, to learn new tasks quickly in addition to having a good understanding of how the receiving process works, makes me a great candidate for this job.

My duties included tracking shipments and keeping the stock room organized, so I have experience driving a forklift to remove the large items from the trucks and place them in the right section of the warehouse. It also included physically unpacking the merchandise and placing it on the shelves while keeping the warehouse organized and clean.

I have experience checking merchandise to make sure the right items were received and that each item had the correct code or stock number. During this process, I also looked for damaged or missing items and checked the merchandise with the invoice or shipping receipt to make sure they matched.

My personal attributes include strong organizational and multitasking skills with the ability to manage a large stockroom or several small ones. They also include being energetic, motivated and physically able to perform the duties associated with this job. If chosen

for this position, I am confident that I have the knowledge and skills to make valuable contributions to your company and I hope to meet you soon.

My contact number is (555)-555-5555.

Respectfully,

Nelson Tirado

Resume Attached as MS Word Document

***Task 2:** You would also like to apply for the Logistics Supply Technician position with Evenflo Company (see above – Task 1). Write your own cover letter.*

#### **IV. Small Talks Tasks**

***Task 1:** Read a Logistic Officer's job interview questions and answers. But some sentences are removed from the text. Could you fit them back? Fill in the gaps (1-6) with the sentences (a-f).*

- a. I believe that any type of work is taxing if one is not trained in it.
- b. Firstly, I am an extremely insightful individual.
- c. I have been extremely successful in identifying suitable vendors that can effectively meet the requirements of the jobs meted out to them.
- d. Logistics is the basis of the success of any organization.
- e. I also implemented training sessions to ensure that staff members understood what was required of them and then worked towards achieving their goals.
- f. Requests were not being serviced and people were generally not cooperative.

## **Logistic Officer Interview Questions and Answers**

### **1. What are some of the main skills that you possess which make you an excellent contender to work as a logistic officer?**

(1) \_\_\_\_\_ I can effectively coordinate several aspects of procurement and logistics to ensure that they meet the individual needs of each department. Being a well-organized person, it is not too difficult for me to create and implement logistics programs that meet the company's specific requirements.

### **2. Why do you think logistics is such an important part of an organization?**

(2) \_\_\_\_\_ It is only if each department and individual is receiving all it requires to operate optimally that their success is guaranteed. Otherwise, there is a huge chance that deadlines won't be met, and that work quality will deteriorate.

### **3. As far as vendor relations are concerned, what has been your experience?**

A major part of the work of a logistic officer is to create and maintain healthy professional relationships with vendors. (3) \_\_\_\_\_

### **4. What constraints have you faced as far as logistics work is concerned?**

In my present place of work, the entire logistics and procurement system was a complete mess when I joined. (4) \_\_\_\_\_

### **5. What did you do to overcome the problem?**

Since I wanted a foolproof logistic system, I created and implemented one within no time. The system made sure that requests for procurement were properly verified and fulfilled, all in accordance with the policies of the company. (5) \_\_\_\_\_

### **6. Do you feel that working as a logistics officer is a taxing job? Why or why not?**

(6) \_\_\_\_\_ Working as a logistics officer is not taxing – I consider it challenging.

**Task 2:** Make a mini dictionary from the unknown words and study the new words and phrases

**Task 3:** Act out the dialogue.

**Situation:** Your boss asked you to call Polomaniac Ltd. by phone. It produces T-shirts. Call the firm for a quotation request, ask a catalogue and a price list and ask information about the order and shipping.

## V. Occupational Safety Tasks

**Task 1:** You have to know the signs with dangerous materials. Have you ever met any of them? If yes, where did you see it? Do you know the meaning of these signs?



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## VI. Logistics Dictionary

1. advance transfer – előre utalás
2. agreed terms - megállapodott feltételek
3. Air Waybill AWB – légifuvárlevél
4. arrange the accommodation - elintézni a szállást
5. asset theft - vagyonlopás
6. attach / enclose – csatol, mellékel
7. authorized representative - meghatalmazott képviselője
8. bale - bála
9. Bill of Lading (B/L) - fuvarlevél
10. careless packing – gondatlan csomagolás
11. cargo – szállítmány, rakomány
12. Carriage Insurance Paid: **CIP** → Biztosítás fizetve
13. Carriage Paid To: **CPT** → Szállítás fizetve valamедdig
14. cash on delivery – utánvétes fizetés
15. cask/barrel – hordó (fából)
16. COD (cash on delivery) – utánvétes fizetés
17. compensation - kártérítés
18. confirmation - visszaigazolás
19. consignee – címzett
20. consignment – küldemény
21. consignor / shipper - feladó
22. crate - rekesz
23. customer service - ügyfélszolgálat
24. customs clearance - vámkezelés
25. damaged goods – sérült áruk
26. DC (distribution centre) – elosztó központ
27. delivery – szállítás, kézbesítés

28. detail-oriented – részletekbe menő
29. disappointed - csalódott
30. distribution - elosztás
31. Dock Receipt – rakparti elismervény
32. DRP (Distribution Requirements Planning) - elosztástervezés
33. drum – tartály (fém/műanyag henger alakú)
34. due to delay – a késésnek köszönhetően
35. emergency sign – vészhelyzeti jel
36. EOQ (Economic Order of Quantity) – 3PL (third-party logistics) – külső logisztika
37. estimate the costs – felbecsülni a költségeket
38. FEFO (first expired first out) – aminek leghamarabb jár le a szavatossága, az megy ki először)
39. ferry - komp
40. Forwarders Certificate of Receipt: **FCR** → Speditőr átvételi elismervény
41. Forwarders Certificate of Transport: **FCT** → Speditőr fuvarozási tanúsítvány
42. Forwarding Instructions: **FFI** → Fuvarozási utasítások
43. fraud - csalás
44. Freight Carriage Paid: **FCP** → Szállítás fizetve
45. freight charge - fuvardíj
46. gazdaságos rendelési tételek nagysága
47. general safety signs – általános biztonsági jelzések
48. handling - kezelés
49. HIFO (high in first out) – a legnagyobb értékű megy ki először értékesítésre
50. insurance - biztosítás
51. invoice / bill - számla
52. ISO (International Organisation for Standardisation) – ISO (Nemzetközi Szabványügyi Szervezet)
53. legally binding - jogilag kötelező érvényű
54. LGV (large goods vehicle) – nagy tehergépkocsi

55. LIFO (last in first out) – ami utoljára jön be, az megy ki először
56. mandatory sign – utasítást adó jelzőtábla
57. meet the deadline – betartani a határidőt
58. MRP (Material Requirements Planning) – anyagszükséglet tervezés
59. on behalf of ... - ... nevében / helyett
60. order under processing – rendelés feldolgozás alatt
61. package handling symbols – csomagkezelési szimbólumok
62. Packing List – árukísérő lista/jegyzék
63. Packing List – árukísérő lista/jegyzék
64. Packing Note – csomagkísérő jegyzék
65. Packing Note – csomagkísérő jegyzék
66. pallet - raklap
67. payment methods / terms – fizetési módok / feltételek
68. predetermined destination – előre meghatározott célállomás
69. prohibition sign – tiltó tábla
70. reach stacker – rakodó daru
71. road trailer – bimodális tréler
72. ROL (Reorder Level) – statisztikai rendelési szint
73. RORO (roll-on roll-off) – kombinált fuvarozás (pl. a közútit egy komphajó viszi tovább)
74. Sea Waybill SWB – tengeri fuvarlevél
75. Sea Waybill SWB – tengeri fuvarlevél
76. shipment receipt - szállítási nyugta, elismervény
77. Shippers Declaration for the Transport of Dangerous Goods: **SDT** → feladói nyilatkozat veszélyes áruk fuvarozásához
78. Shippers Declaration for the Transport of Dangerous Goods: **SDT** → feladói nyilatkozat veszélyes áruk fuvarozásához
79. shipping agency – szállító cég
80. Shipping Guarantee – szállítási garancialevél

81. Shipping Guarantee – szállítási garancialevél
82. shortage of goods - áruhiány
83. SISO (swim in–swim out) – beúszik-kiúszik (az áru hajózásnál)
84. sorting – válogatás, osztályozás
85. storage - tárolás
86. supply - ellátni
87. swap body – cserefelépítmény
88. TEN (Trans European Network) – Transzeurópai Hálózat
89. TEU (Twenty-Foot Equivalent Unit) – 20 lábbal egyenértékű egység
90. thirty-day bill of exchange – 30 napos váltó/kötelezvény
91. thirty-day bill of exchange – 30 napos váltó/kötelezvény
92. tracking number – nyomkövetési szám
93. transloading - átrakodás
94. transport documents – szállítási dokumentumok
95. transtainer – portáldaru vasúti kocsikhoz
96. unpack - kicsomagolni
97. upload the shelves – feltölteni a polcokat
98. Warehouse Receipt: **FWR** → raktári elismervény
99. Warehouse Receipt: **FWR** → raktári elismervény
100. warning sign – figyelmeztető jel/tábla

## **VII. Applied Sources:**

### **I. Source of Reading Comprehension Task:**

<https://www.investopedia.com/terms/b/billoflading.asp>

26th July 2021

### **II. Source of CV Tasks:**

<https://www.monster.com/career-advice/article/sample-resume-logistics>

[https://resume.io/?gclid=EAiaIQobChMI4HqucKV8gIVB893Ch0obARFEAAYASAAEgII3fD\\_BwE](https://resume.io/?gclid=EAiaIQobChMI4HqucKV8gIVB893Ch0obARFEAAYASAAEgII3fD_BwE)

<https://resume.io/app/resumes/15370512/wizard>

27th July 2021

### **III. Source of Cover Letter Tasks:**

<https://www.greatsampleresume.com/cover-letter/examples/logistics/supply-technician>

27th July 2021

### **IV. Source of Small Talks Tasks (Job Interview):**

<https://coverlettersandresume.com/logistics/logistic-officer-interview-questions-and-answers/>

27th July 2021

### **V. Source of Occupational Safety Tasks**

<https://www.vectorstock.com/royalty-free-vector/hazmat-hazardous-material-placards-sign-concept-vector-23391376>

29th July 2021