

Baccalauréat Professionnel Logistique

Session 2009

Epreuve orale

Durée de l'épreuve : 20 minutes

Préparation : 20 minutes

1.Première partie : durée 10 minutes, préparation 10 minutes

SUJET N° 1
Document candidat

PREPARING TO RECRUIT

Situation : You are a logistics manager in the company ABX LOGISTICS. You want to hire a new employee as a warehouse man. The warehouse man will have to be able to cope with receipt operations, order picking, stock management and shipping.

You have to prepare a job description and then, present it to the human resource manager.

Roleplay : Play the role of the logistics manager. So, be ready to:

- Prepare the job description (annex) from the logistics activities form and from additional information (document).
- Start the interview with the human resources manager.
- Present him the job description.
- End the interview.

Enclosed documents :

:-Annex : Job description

-Document : Logistics activities form and additional information

Annex: Job description

Job title :

Tasks to be performed :

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Qualifications and degrees :

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Work experience :

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Required skills :

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Expected qualities:

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Type of contract :

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Working time schedule :

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Remarks :

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Document : Logistics activities form

Receipt :

Welcome the French and foreign shippers.

Unload goods with the help of a forklift-truck.

Check the goods at the receipt : quantity and quality.

Store in the storage area.

Order picking:

Outcome the products from the stocks with the help of the customer's order form (received mainly by internet) and forklift-trucks.

Some customers go to the warehouse and are welcomed by the warehouse man.

Stock management :

Update the stock with the help of the computer.

Ship the products :

Package and wrap the products.

Palletise cardboard boxes.

Label the pallets.

Welcome the French and foreign shippers.

Check the products before shipping : quality and quantity.

Load the goods with the help of the forklift-truck .

Additional information

The required warehouse man is due to replace an employee who will be on a 6-month work training. The applicant is meant to have a 3- year work experience in the described position.

He/she will have to be operational at once.

The vacancy will have to be applied for within a month.

The company implements the 35 hours working time.

Working time schedules run from 8 am to 12 and from 1pm to 4 pm.

The logistics manager, however, may ask the warehouse man to come earlier or to stay later on.