Jobs in Logistics

Now listen again and complete the sentences.

Person 1

1 My job is to _____ the transport of goods either by sea, air, road, or rail.
2 An important part of the job is _____ with customer requests about the most suitable mode of transport.
3 My responsibilities also include _____ good shipping rates with shipping lines and transport companies.
4 I _____ customs clearance on behalf of my clients.

Person 2

5 In my job I have to _____ that the cargo is not damaged onboard the ship or while loading or unloading.
6 I _____ customers on shipping rates and prepare quotations for our sales office.

Person 3

7 Another part of my job is to _____ with departments such as transport and production.
8 Apart from that, I _____ that vehicles, machines, and any other kind of equipment are maintained to a high level.

Match the verbs (1–8) with the activities (a–h) to make phrases from the recordings. Then listen again to check if necessary.

1 book ☐
2 consolidate ☐
3 deal ☐
4 keep ☐
5 make ☐
6 use ☐
7 check ☐
8 take care ☐

a a number of shipments under one bill of lading
b booking reservations
c that health and safety standards are maintained
d modern computer systems
e space on a ship, train, lorry, or plane
f where to put them in the warehouse
g an eye on the budget
h with all the necessary documentation

LIVEWORKSHEETS