

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