

DETAIL DRIVEN – Office organiser – LOGISTICS

STUDENT

Overview:

You'll see how organisation keeps everything running

For students who:

- Like structure, systems and keeping things organised
- Enjoy detail-driven tasks and planning
- Morrisby traits: Conventional–Realistic (organised, practical, motivated by systems and clear processes)

What you might do across the week:

- Induction and office overview
- Shadow scheduling team
- Assist with inventory systems
- Help prepare reports
- Attend planning meetings

Activity	Purpose
GPS and scheduling systems	Builds digital literacy
Shadow fleet coordinator	Real-world exposure
Assist with paperwork	Builds admin skills
Route planning exercise	Encourages logic and planning
Vehicle safety checks	Connects safety to operations
Visit depot or loading site	Connects planning to execution
Assist with scheduling	Builds confidence and trust
Mini transport project	Builds pride and ownership