

Courier Sorter

Aliases: Mail Sorters, Sorting Agents

Industry/Sector(s): Logistics

JOB DESCRIPTION ¹

The tasks a Courier Sorter is expected to perform include:

- Sorting outbound/inbound mail items according to destination hub/service centre in preparation for delivery

WORK ENVIRONMENT ¹

- It is not a desk job
- Need not handle a team
- Local travelling is not a part of this job role
- Part-time work and contractual jobs are not available
- Work from home option is not available

Working hours

- Companies usually work for 5/6 days a week and 8/9 hours everyday. This may vary from company to company
- Overtime maybe required
- Shift system is not available

Is the job suitable for a candidate with special needs?

No

EDUCATIONAL QUALIFICATIONS AND TRAINING ¹

- Minimum – Class X (preferable)
- Certified training for Courier Sorter (programme aligned to LSC/Q3026 job released by Logistics Skill Council)

KEY COMPETENCIES ¹

- Good knowledge of using a computer
- Ability to read labels and understand delivery details of the package
- Knowledge of types of goods being handled
- Knowledge of 3 digit city codes

DESIRABLE COMPETENCIES ¹

Not applicable

AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES ¹

Government and private schools across India

AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

Coming soon

SAMPLE OF TRAINING AND LEARNING COURSES

<http://www.iilskochi.com/index/training>

CAREER PROGRESSION PATH ¹

Courier Sorter → Process Supervisor → Warehouse Supervisor

Transfer option

- India: Yes
- Abroad: No

(*This field to open the relevant job title when clicked)

EXPECTED EARNINGS ⁴

For freshers - ₹ 7,600 to ₹ 24,500 per month

(These figures are indicative and subject to change)

REQUIRED WORK EXPERIENCE ¹

Not required

PROBABLE EMPLOYERS ⁴

Logistics companies

PEOPLE'S CORNER

Coming soon

KEYWORDS ¹

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- Sorting Agent

OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	9621.0902	Courier Sorter
ISCO 2008	9621	Messengers, Package Deliverers and Luggage Porters
NIC 2008	53100; 53200	Postal activities; Courier activities
QP Reference	LSC/Q3026	Courier Sorter
NSQF	Level 3	-

REFERENCES

1	Qualifications Pack – Courier Sorter
2	http://socialjustice.nic.in/policiesacts3.php
3	http://www.advocatekhoj.com/library/bareacts/factories/index.php?Title=Factories%20Act,%201948
4	http://www.govtjobstoday.in/ap-post-office-recruitment-2015105-postal-sorting-asst-postman-and-mts-posts
5	http://www.financialexpress.com/article/economy/logistics-set-for-rapid-growth/54736
6	www.censusindia.gov.in
7	https://www.kpmg.com/DE/de/Documents/Logistics_Game_Changers_Transforming_India_logistics_industry_2013.pdf
8	http://www.nsdcindia.org/sites/default/files/files/transportation-logistics-2009.pdf