

# Documentation Assistant

**Aliases:** Transportation Assistant

**Industry/Sector(s):** Logistics

## JOB DESCRIPTION <sup>1</sup>

The tasks a Documentation Assistant is expected to perform include:

- Preparing for processing documents for dispatching outbound trucks
- Performing documentation of inbound and outbound consignments
- Completing the post-documentation activities

## WORK ENVIRONMENT <sup>1</sup>

- It is a desk job
- Need not handle a team
- Local travelling is not a part of this job profile
- 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 <sup>1</sup>

- Minimum – Class X
- Certified training for Documentation Assistant (programme aligned to LSC/Q1122 job released by Logistics Skill Council)

## KEY COMPETENCIES <sup>1</sup>

- Knowledge of processes involved in inbound and outbound transport
- Knowledge of legal requirements, rules and regulations to be followed while preparing forms and documents
- Knowledge of the forms required for inbound/outbound transport
- Skilled in using the computer for electronic documentation

## DESIRABLE COMPETENCIES <sup>1</sup>

Training in completing and inspecting documents

## AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES <sup>1</sup>

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 <sup>1</sup>

**Documentation Assistant** → Documentation Supervisor → Warehouse Supervisor

### Transfer option

- India: Yes
- Abroad: No

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

## EXPECTED EARNINGS <sup>4</sup>

For freshers - ₹ 8,000 to ₹ 20,500 per month

*(These figures are indicative and subject to change)*

## REQUIRED WORK EXPERIENCE

Not required

## PROBABLE EMPLOYERS

Logistics companies

## PEOPLE'S CORNER

Coming soon

## KEYWORDS <sup>1</sup>

- Documentation Assistant
- Transport Assistant

## OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	3341.1302	Documentation Assistant
ISCO 2008	3341	Office Supervisors
NIC 2008	52109	Storage and warehousing n.e.c. [Includes general merchandise warehouses and warehousing of furniture, automobiles, gas and oil, chemicals, textiles, etc. Also included is storage of goods in foreign trade zones]
QP Reference	LSC/Q1122	Documentation Assistant
NSQF	Level 4	-

## REFERENCES

1	Qualifications Pack – Documentation Assistant
2	<a href="http://socialjustice.nic.in/policiesacts3.php">http://socialjustice.nic.in/policiesacts3.php</a>
3	<a href="http://www.advocatekhoj.com/library/bareacts/factories/index.php?Title=Factories%20Act,%201948">http://www.advocatekhoj.com/library/bareacts/factories/index.php?Title=Factories%20Act,%201948</a>
4	<a href="http://jobsearch.naukri.com/documentation-assistant-jobs-in-mumbai">http://jobsearch.naukri.com/documentation-assistant-jobs-in-mumbai</a>
5	<a href="http://www.financialexpress.com/article/economy/logistics-set-for-rapid-growth/54736">http://www.financialexpress.com/article/economy/logistics-set-for-rapid-growth/54736</a>
6	<a href="http://www.censusindia.gov.in">www.censusindia.gov.in</a>
7	<a href="https://www.kpmg.com/DE/de/Documents/Logistics_Game_Changers_Transforming_India_logistics_industry_2013.pdf">https://www.kpmg.com/DE/de/Documents/Logistics_Game_Changers_Transforming_India_logistics_industry_2013.pdf</a>
8	<a href="http://www.nsdcindia.org/sites/default/files/files/transportation-logistics-2009.pdf">http://www.nsdcindia.org/sites/default/files/files/transportation-logistics-2009.pdf</a>