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| **Name** |  | **Form** |  |

**Task Seven**

<https://my.matterport.com/show/?m=XLhnFiigomE/>

**<https://youtu.be/zb3YBcTawxQ>**

At the Sovini Trade Supplies we have so many career paths that people can follow but do you know what qualities and qualifications are needed to be chosen to work with us?

Below you will find several careers listed. Please complete as much information about the qualifications that are needed for each role and what qualities (think personal qualities too) you think are necessary and state why you think each are relevant to each role.

Finally, also list the duties for each of the various roles – this will involve you researching to get a full picture of the work carried out.

|  |  |
| --- | --- |
| 1 | Warehouse Assistant |
|  | Qualifications  Qualities  Duties |
| 2 | Sales Assistant |
|  | Qualifications  Qualities  Duties |
| 3 | Purchasing Officer |
|  | Qualifications  Qualities  Duties |
| 4 | Logistics Officer |
|  | Qualifications  Qualities  Duties |
| 5 | Administrator |
|  | Qualifications  Qualities  Duties |
| 6 | Account Management |
|  | Qualifications  Qualities  Duties |
| 7 | Finally, give some consideration to Apprentices who might work at Sovini Trade Services. How do you think an apprenticeship within the Trades Services might progress and write down your thoughts? Feel free to use the internet for some inspiration. |

Thank you for completing this task on The Sovini Group

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