LOGISTICS ANALYST

Job Description:

A logistics analyst is responsible for overseeing the entire life cycle of a product, including purchase, distribution, internal allotment, release and final clearance of resources. A logistics analyst helps their employers enhance performance by determining and reducing inefficiencies that might consume profits. Essentially logistic analysts help streamline operations and identify the best way to use the company's resources to achieve its goals. Logistic analysts usually work in a variety of industries within the logistics department. Successful logistic analysts are deeply analytic with strong quantitative skills. Deep knowledge of logistics and production planning concepts is required along with excellent communication skills and an analytical mind with business acumen.

Job Responsibilities:

* Coordinating transportation providers to ensure prompt and proper movement of shipments
* Responding to customer inquiries and referring clients to the proper channels
* Reviewing purchase orders and shipping documents to ensure accuracy
* Making special shipping arrangements as necessary
* Tracking and fixing shipping errors
* Preparing bills and invoices
* Managing distribution and shipment budgets
* Ensuring that the quality of all services provided meets the required standards
* Developing processes that make the supply chain more efficient and organized
* Ability to work in a fast-paced environment
* Advanced data analysis and data visualization
* Expert inventory management
* Ability to use computers, software and other technology for inventory and communication purposes
* Understanding of the supply chain, including common obstacles and effective solutions
* Plan and implement supply chain optimization projects (e.g. warehouse-slotting, route planning)
* Oversee inventory procedures
* Develop requirements and standards (e.g. packaging, procurement, delivery)
* Discover the most cost-effective shipping modes and schedules
* Help foster trusting relationships with vendors and team members
* Evaluate vendor operations (e.g. freight forwarders) according to quality standards
* Collaborate with IT professionals to implement effective systems
* Track KPIs and report on supply chain performance

Job Qualifications:

* Bachelors in logistics analytics or related field required
* Masters in logistics analytics or related field preferred
* Experience as a logistics analyst

Opportunities in logistics analysis are available for applicants without experience in which more than one logistics analyst is needed in an area such that an experienced logistics analyst.

Job Skills Required:

* Understanding of logistic
* Understanding of the specific logistical needs of the company
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office
* Awareness of the factors that influence the industry