

# Logistics Analyst Job Description

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## **Duties and Responsibilities:**

- Responsible for managing route activities such as invoicing, electronic bills, and shipment tracing
- Support vendor/business partner relationships
- Responsible for developing and maintaining cost estimates, forecasts, and cost models
- Execute day to day processes and perform data management applying a combination of data mining, data modeling, and data analysis; cost/benefit analysis and/or problem analysis
- Undertake ad-hoc queries and maintain reports from a variety of resources as specific to department or organizational needs to support the business
- Responsible for conducting analysis and creating reports of weekly and monthly KPIs and forecasts
- Actively participate in transportation alignment and tracking performance to awards and cost
- Responsible for auditing transportation accessorial charges by carrier and customer
- Correct freight settlement documents to ensure the proper accruing of freight on a daily basis
- Estimate distribution costs for new business opportunities- indirect/direct freight, DC Costs, etc.
- Responsible for performing cost comparisons of distribution center shipments versus plant direct opportunities
- Clearly communicate to senior leaders (both internal and external), vendors and customers.

## **Logistics Analyst Requirements – Skills, Knowledge, and Abilities**

- Education: Applicants for the job of a logistics analyst require a Bachelor's degree in Supply Chain Management, Business Management, or in a related field and 2+ years of experience in transportation,

logistics or customer service; or equivalent combination of education and experience. However, Bachelor's degree is preferred

- Knowledge: They require strong financial acumen – the ability to utilize fundamental concepts of finance to manage budgets, forecast costs, and provide relevant information for decision-making. They may also require experience with Six Sigma or other process improvement methodology
- Computer skills: They require advanced knowledge in Microsoft Office Suite (Excel, Word, PowerPoint, and Access). However, possessing advanced knowledge and experience with any of these: Sequel Data Base, Mini-Tab, Access, SQL, Visual Basic Skills for Data Acquisition and Analysis may be preferred
- Creative thinking ability: It is essential that they can demonstrate originality and imagination in thinking while developing a solution to a problem
- Communication skills: They must be able to communicate clearly both orally and in writing, and present technical information clearly and succinctly across a variety of communication settings and audience
- Customer service skills: It is essential that they are customer focused – they must think and act from customer perspective
- Detail-orientation: They must factor in every detail in proffering holistic solutions
- Excellent problem-solving and analytical skills: They require this skill to be able to clarify and resolve complex business issues by breaking them down into meaningful components to determine root cause, and to redesign internal and external business processes where necessary. It is vital that they can approach problems systematically and develop scalable solutions
- Flexibility: They require the ability to function in a highly dynamic, fast paced environment
- Organizational skills: They must be highly organized and able to multi-task with a clear bias for action and a sense of urgency on priorities
- Stress management skills: They must be able to handle high pressure and adverse situations with composure. They must have resilience and perseverance in the face of constraints
- Team player: They must be able to work well with others in a fast paced and dynamic environment.