

# Logistics Assistant Job Description

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- Responsible for monitoring material transported and delivered for timeliness and legality
- Assist in loading/unloading, sorting, and stocking, and packaging merchandise and orders
- Responsible for the review, verification, and reconciliation of shipping documents
- Provide support in completing paperwork and documentation
- Carry out clerical work, including typing, proofreading, and editing documents, correspondence, and reports for the logistics department or assigned
- Support with developing and preparing complex databases, reports, and/or presentation material for the logistics unit
- Responsible for preparing shipping documents such as Commercial Invoice, Packing Lists, and Shipyard Material Receivers, etc., for ongoing shipments and projects
- Responsible for entering data into spreadsheets from multiple sources, as well as verifying input and calculations
- Provide support in the maintenance of electronic filing system for administrative documentation that guarantees swift retrieval of requested documents.