

# Logistics Consultant Job Description

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- Evaluate and monitor supply chain operations of the organization or clients
- Responsible for executing IT measures and tutor others in the use of logistics IT to optimize procedures
- Responsible for the design of warehouse layout, determine inventory levels, and plan equipment to ensure it meets specific requirements
- Aid communication between vendors and customers to achieve mutual satisfaction
- Responsible for planning and tracking the shipment of goods following the customers' requirements
- Provide report on supply chain activities to Client Management or the relevant unit
- Collaborate with sales persons in managing freight quote process to guarantee that all orders have it applied at the right time
- Handle any arising problems or complaints related to the supply chain process
- Ensure that the organization meets its cost, productivity, accuracy, and timeliness targets
- Maintain metrics and analyze supply chain data to evaluate performance, and implement improvements
- Spot problems and opportunities and take corrective measure that deals with the root of problems
- Ensure that the organization/clients follow laws, regulations, and ISO requirements.