

# Logistics Specialist Job Description

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- Maintain and administer company inventory control and property management procedure
- Develop important reports, outline/schedule and conduct stock-taking as at when due
- Take responsibility for property and maintenance of issues
- Help in planning and maintaining of logistics policies and procedures
- Keep proper records of all forms of transactions relating to the company's logistics operations
- Resolve problems that are related to transportation and logistics systems
- Negotiate transport or logistics rates with suppliers and customers so as to improve the supply chain
- Analyze areas of corporate logistics so as to find out the most cost-effective means or method of transporting supplies
- Communicate transport or logistics cost to customers or suppliers as the case may be
- Evaluate and process claims made by customers
- Monitor the entire process of product movement
- Track shipments across different channels.