

# Supply Chain Analyst Job Description

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## Duties and Responsibilities:

- Develop requirements and standards, including: packaging, procurement, and delivering of standards
- Discover and implement the most cost-effective shipping modes and schedules
- Manage supply chain data and related analytics for clients by designing, producing, analyzing, continuously improving, and presenting monthly logistics and supply chain metrics, measuring operational and financial performance against customer specific objectives
- Design and produce monthly internal reports and metrics to measure performance against contractual deliverables, and to measure internal operational performance, identify trends and issues, and to measure internal efficiency
- Identify, prioritize, structure, and solve complex supply chain problems using data mining, analytics, and business judgment
- Summarize findings into useful information with implication for increase revenue, cost reduction, and/or driving supply chain business decisions
- Plan and implement supply chain optimization projects such as warehouse-slotting, inventory management, cost optimization, and route planning, to meet customers' requirement
- Responsible for developing models to recommend inventory deployment configurations and optimize ordering parameters
- Regularly track KPIs and report on supply chain performance
- Create dashboards, reports, and analyses that explain trends – what happened, what may happen, and why
- Explore large volumes of online and offline data across platforms and data sets to identify and understand various data sources

- Evaluate route schedules or load plans, including historical activity and customer trends so as to provide recommendations for improvements to routing efficacy and solution efficiency
- Responsible for the design and implementation of a developed supply chain solution
- Continually seek and identify cost savings opportunities for the customer
- Handle reoccurring analysis and tasks aimed at driving continuous cost savings initiatives
- Examine current processes to identify shortcomings and implement or recommend improvements to drive out waste
- Proactively monitor and manage key performance indicators and utilize TM operating systems to execute root cause analysis
- Engage with customers in resolving problems and coordinate implementations
- Develop weekly customer metrics and customer performance reports, as well as distribute them to appropriate units
- Develop metrics dashboards that highlight customer specific analytics and ensure to meet customer deadlines
- Assist with developing and presenting customer analytics, key trends, and solution proposals during customer QBR's
- Responsible for planning and documenting standard operating processes
- Daily apply tactical processes within the established business rules
- Apply discretion and independent judgment in answering customer requests and propose appropriate solutions
- Collaborate with internal subject matter expert to resolve problems and support implementations
- Implement any process change and transportation design changes.

### **Supply Chain Analyst Requirements – Skills, Knowledge, and Abilities**

- Education: Supply chain analysts require a Bachelor's degree in Supply Chain, Logistics, Business, Industrial Engineering, or Information Systems. However, a degree in Business Administration, Logistics & Supply Chain Management is often preferred

- Knowledge: They require the ability to analyze large and multi-dimensional data sets using SQL (PL/SQL or T-SQL), Excel, and other analysis tools. Also, a fundamental understanding of transportation, supply chain and logistics concepts, and familiarity with data warehousing and architecture concept/tools is required
- They also require a working knowledge of Data Mapping and Data Mining experience and the ability to follow process and standard procedures
- It is also vital that they maintain a strong understanding of data processes, strategies, and supply chain needs
- They must also be familiar with logistics and production planning concepts, and have a solid understanding of contracts and pricing
- Quantitative and analytical skills: Supply chain analysts must be highly numerate and possess the ability to perform statistical analysis on large data set, to provide analytical support for projects, new businesses opportunities, and proposals
- Problem solving skills: They are expected to be naturally curious and with proven ability to identify and resolve problems
- Critical thinking skills: They require an affinity for data and resourcefulness in obtaining data and must be able to relate with abstract to make decisions in situations where complete information is not available
- Strategic and analytical thinker: They must be able to make decisions with a long-term focus in a results-oriented environment
- Organizational skills: They must be able to effectively prioritize assignments, manage workload, as well as manage multiple concurrent projects in a fast-paced environment
- Team player: The job of a supply chain analyst requires occasionally working with cross-functional teams, so it is essential that they possess the ability to work effectively in a team environment
- Communication skills: They require strong written and oral communication abilities to perform their job duties successfully, especially producing monthly reports
- Computer skills: They must be proficient in Access, Excel, Microsoft Word, Outlook and PowerPoint

- Apt for Learning: They must consistently demonstrate proven ability to learn and use necessary tools
- Project management skills: They also require project management skills to provide leadership for minor projects through to completion.