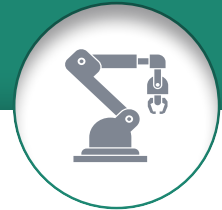


Logistics Analyst

Advanced Manufacturing
Series



Company Overview:

<Please insert a short paragraph talking about your company and what makes it unique. Include details that capture the core values, culture, and mission of your company, so job seekers clearly understand the environment in which they will be working.>

Job Summary and Responsibilities:

Logistics analysts analyze and coordinate the logistical functions of a firm or organization. Logistics analysts may be responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery and final disposal of resources. It is important for logistics analysts to stay up-to-date on logistics technology and apply appropriate technology to improve logistics processes.

<Add any additional responsibilities or changes relevant to this role at your company.>

Required Competencies:

OCCUPATIONAL COMPETENCIES

- **Logistics:** Awareness of overall manufacturing logistics concepts (e.g., analysis, management, planning, and process design)
- **Microsoft Office:** Able to create and use documents for tracking and presentation purposes using programs such as Microsoft Word, Excel, PowerPoint, and Outlook
- **Administrative Functions:** Able to plan, budget, and organize different resources (e.g., human, financial, or physical); activities may include weekly scheduling, employee assessments and managing expenses
- **Supply Chain:** Understand the basic components of a supply chain and the related concepts, such as demand forecasting, capacity planning, just-in-time production and supply chain process improvement



FOUNDATIONAL COMPETENCIES

- **Judgment & Decision-Making:** Consider the costs and benefits of potential actions and choose the most appropriate one; know when to take action and what actions to take
 - **Reading Comprehension:** Able to understand numerous types of work related documents and be able to pull out key information from documents and other data sources including POs, instructions, due-dates, customer requirements, quality requirements, etc.
 - **Coordination:** Gather and pass along information between multiple departments for logistical and operational planning purposes (e.g., supply chain, resource scheduling); account for possible issues with contingency plans for different areas.
 - **Mathematics:** Use operational metrics and basic mathematics to generate summary data that can be used in making business related judgments
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Preferred Competencies:

OCCUPATIONAL COMPETENCIES

- **Warehouse & Inventory Management:** Understand basic concepts and systems related to inventory storage and management, such as supply storage, cycle counting, equipment inventory and materials packing
- **Enterprise Resource Planning Software:** Familiarity with using Enterprise Resource Planning Software for process design, inventory management and order management, such as Microsoft Dynamic, RealTrack, Exact, Job Boss, etc.
- **Supplier Relationship & Management:** Able to develop and maintain supplier relationships using common management, negotiation and clerical methodologies; ensure supplies meet quality requirements and technical standards (e.g., ANSI, AMSE)

FOUNDATIONAL COMPETENCIES

Monitoring: Monitor and assess performance of yourself and other team members; demonstrate the ability to process budgets and timelines to make improvements

Find additional competencies for this role using Skillful's occupation deep dive at www.skillful.com/employers.



Example Activities:

- Collaborate with other departments as necessary to meet customer requirements, to take advantage of sales opportunities or, in the case of shortages, to minimize negative impacts on business
 - Maintain databases of logistics information and prepare reports on logistics performance measures
 - Interpret data on logistics elements, such as availability, maintainability, reliability, supply chain management or transportation
 - Confer with logistics management teams to determine ways to optimize service levels, maintain supply-chain efficiency and minimize cost
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Required Certifications

<Note: Insert Required Certifications *but only if truly required.*>

Job Details:

- Location
- Department
- Job ID
- Classification
- Insert additional details of this position if applicable