

LOGISTICS ANALYST

A DEEP DIVE FOR SKILLS-BASED HIRING

REV: 04/04/16

Occupation Overview: Logistics Analysts

Foundational Competencies

- **Monitoring:** Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension:** Understanding written sentences and paragraphs in work related documents.
- **Critical Thinking:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Complex Problem Solving:** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Writing:** Communicating effectively in writing as appropriate for the needs of the audience.
- **Systems Analysis:** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Judgment and Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Coordination:** Adjusting actions in relation to others' actions.
- **Mathematics:** Using mathematics to solve problems.
- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Occupation-Specific Competencies

- **Microsoft Office:** Ability to create and utilize documents using programs such as Microsoft Word, Excel, PowerPoint, and Outlook.
- **Logistics:** Awareness of overall logistics concepts, including analysis, management, planning, and processes.
- **Supply Chain:** Understanding of basic components of a supply chain and the related concepts, including things like demand forecasting, capacity planning, just-in-time production, and supply chain process improvement.
- **Purchasing:** Familiarity with commercial purchasing practices, including negotiation, procurement, and the purchase requisition process.
- **Enterprise Resource Planning Software:** Familiarity with using Enterprise Resource Planning software for process design and order management.
- **Administrative Functions:** Experience dealing with the planning, budgeting, and organizing of different resources (human, financial, or physical). Activities may include weekly scheduling, employee assessments, and managing expenses.
- **Business Process and Analysis:** Exposure to identifying business process needs and determining possible solutions using methodologies like life-cycle analysis and process reengineering.
- **Business Software:** Operational experience or training in using common business software suites like PeopleSoft, Salesforce, SAP, Hyperion, and HRMS.
- **Supplier Relationship and Management:** Ability to develop and maintain supplier relationships using common management, negotiation, and clerical methodologies.
- **Warehouse/Inventory Management:** Understanding basic concepts and systems related to inventory storage and management, including supply storage, cycle counting, equipment inventory, and materials packing.

Job Description (Example)

Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources.

- Develop and implement technical project management tools such as plans, schedules, and responsibility and compliance matrices.
- Review logistics performance with against targets, benchmarks, and service agreements.
- Direct and support the compilation and analysis of technical source data necessary for product development.
- Stay informed of logistics technology advances and apply appropriate technology to improve logistics processes.

Activities (Example List)

- Maintain databases of logistics information.
- Maintain and develop positive business relationships with a customer's key personnel involved in, or directly relevant to, a logistics activity.
- Develop an understanding of customers' needs and take actions to ensure that such needs are met.
- Direct availability and allocation of materials, supplies, and finished products.
- 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 a business.
- Protect and control proprietary materials.
- Interpret data on logistics elements, such as availability, maintainability, reliability, supply chain management, strategic sourcing or distribution, supplier management, or transportation.
- Provide ongoing analyses in areas such as transportation costs, parts procurement, back orders, or delivery processes.
- Prepare reports on logistics performance measures.
- Confer with logistics management teams to determine ways to optimize service levels, maintain supply-chain efficiency, or minimize cost.

Prioritized Foundational Competencies: Logistics Analysts

Most Common Required Competencies	
1	Judgment and Decision Making: Considering the relative costs and benefits of potential actions to choose the most appropriate one; knowing when to take action and what actions to take.
2	Reading Comprehension: Ability to understand numerous types of detailed documents, pulling out information like POs, instructions, due-dates, customer requirements, quality requirements, etc.
3	Coordination: Gathering and passing along information between multiple departments for logistical and operational planning purposes (supply chain, workflow, resource scheduling, quality assurance, product planning); accounting for possible issues with contingency plans for different areas.

Most Common Break Point Competencies	
1	Reading Comprehension: <i>See previous.</i>
2	Mathematics: Using provided operational metrics and basic mathematics to generate summary data that can be used in making business-related judgments.
3	Coordination: <i>See previous.</i>

Most Preferred Competencies	
1	Coordination: <i>See previous.</i>
2	Judgment and Decision Making: <i>See previous.</i>
3	Monitoring: Monitoring/assessing performance of yourself (self-accountability), other team members, processes budgets, and/or timelines to make improvements or take corrective action.

Most Hard-to-Find Competencies	
1	Complex Problem Solving: Thinking outside of the box to identify complex problems, leveraging deep knowledge of production processes and touch points to develop and evaluate creative solutions.
2	Systems Analysis: Determining how a system should work by looking at components like processes, tools, software, orders, materials, and people; identifying how changes in conditions, operations, and the environment can be made to improve overall efficiency; monitoring how systems are operating once in production and adjusting where necessary.
3	Monitoring: <i>See previous.</i>

Most Evolving Competencies	
1	Complex Problem Solving: Evolution driven by increased availability of software/tools to handle simple business tasks; changes make it more important to be able to identify and tackle the thorniest and multi-faceted issues by pulling in extensive knowledge of current production processes and business needs.
2	Systems Analysis: Evolution driven by customer demand for decreased time to market and improved deliverable quality; changes make it more important to maximize the efficiency of every component of the production process (material supply-chain, product design, production, shipping, etc.) by thoroughly mapping and understanding all inputs and outputs.
3	Critical Thinking: Evolution driven by increasingly advanced software solutions, newly available data points, and increasing automation; changes make it more important to leverage newest technology to take advantage of all pieces of data now available, greater usage of data will yield more thorough solutions to efficiency issues.

Prioritized Occupation-Specific Competencies: Logistics Analysts

Most Common Required Competencies	
1	Logistics: Awareness of overall manufacturing logistics concepts, including analysis, engineering, management, planning, and process design.
2	Microsoft Office: Ability to create and utilize documents for tracking and presentation purposes using programs such as Microsoft Word, Excel, PowerPoint, and Outlook.
3	Administrative Functions: Experience dealing with the planning, budgeting, and organizing of different resources (human, financial, or physical). Activities may include weekly scheduling, employee assessments, and managing expenses.

Most Common Break Point Competencies	
1	Logistics: <i>See previous.</i>
2	Supply Chain: Understanding of basic components of a supply chain and the related concepts, including things like demand forecasting, capacity planning, just-in-time production, and supply chain process improvement.
3	Microsoft Office: <i>See previous.</i>

Most Preferred Competencies	
1	Warehouse/Inventory Management: Understanding basic concepts and systems related to inventory storage and management, including supply storage, cycle counting, equipment inventory, and materials packing.
2	Enterprise Resource Planning Software: Familiarity with using Enterprise Resource Planning software for process design, inventory management, and order management, including programs like Microsoft Dynamic, RealTrack, Epicor, Exact, Job Boss, etc.
3	Supplier Relationship and Management: Ability to develop and maintain supplier relationships using common management, negotiation, and clerical methodologies; ensuring supplies meet quality requirements and technical standards (ANSI, AMSE).

Most Hard-to-Find Competencies	
1	Business Process and Analysis: Exposure to identifying business process needs and determining possible solutions using methodologies like life-cycle analysis and process reengineering.
2	Supplier Relationship and Management: <i>See previous.</i>
3	Enterprise Resource Planning Software: <i>See previous.</i>

Most Evolving Competencies	
1	Enterprise Resource Planning Software: Evolution driven by increasingly integral nature of ERP systems to the manufacturing process as a digital thread is woven through all areas of the industry; changes make it more important to learn and apply modern logistics practices that take advantage of full spectrum of software capabilities.
2	Business Software: Evolution driven by a move toward deep customization and unique application of software packages for each business; changes make it more important to rapidly learn how to appropriately use these tools and keeping abreast of what is now possible from a technical standpoint.
3	Supply Chain: Evolution driven by manufacturing supply chains becoming more digital with the availability of live data and effective moving of the supply chain in-house; changes make it more important to become a supply chain generalist in order to manage the greater number of responsibilities now tied to logistics roles.

Occupation Deep Dive: Logistics Analysts

Job Titles Within This Occupation

- Global Logistics Analyst
- Logistics Analyst
- Supply Chain Analyst
- Production Planner
- Logistician
- Integrated Logistics Support Manager
- Materials Coordinator
- Materials Manager
- Production Control
- Resource Planner
- Shop Floor Logistician

Certification and Education Preferences (Example)

- APICS (American Production and Inventory Control Society) Certification
- Certified Risk Manager
- Certified Professional in Supply Management
- Certified Procurement Manager
- Certified in Production and Inventory Management
- Certified Supply Chain Professional

Tools Used (Example List)

- SAP
- SQL
- Oracle
- Peoplesoft
- Business Objects
- Primavera
- Maximo
- Enterprise Resource Planning (ERP) Systems

Other Relevant Foundational Competencies

1	Monitoring
2	Reading Comprehension
3	Critical Thinking
4	Complex Problem Solving
5	Writing
6	Systems Analysis
7	Judgment and Decision Making
8	Coordination
9	Mathematics
10	Active Listening
11	Active Learning
12	Systems Evaluation
13	Speaking
14	Persuasion
15	Time Management
16	Social Perceptiveness
17	Service Orientation
18	Management of Personnel Resources
19	Learning Strategies
20	Operations Analysis
21	Instructing
22	Negotiation
23	Quality Control Analysis
24	Management of Material Resources
25	Management of Financial Resources

Other Relevant Occupation-Specific Competencies

1	Microsoft Office
2	Logistics
3	Supply Chain
4	Purchasing
5	Enterprise Resource Planning Software
6	Administrative Function
7	Business Process and Analysis
8	Business Software
9	Supplier Relationship and Management
10	Warehouse/Inventory Management
11	Contract Management
12	Supply Chain Planning
13	General Data Techniques
14	Supply Chain Strategy
15	Financial Analysis
16	Microsoft Project Management Tools
17	Packaging
18	Financial Reporting
19	Operations Analysis
20	Procurement
21	Systems Design and Implementation
22	Strategizing
23	Employee Training
24	Manufacturing Processes
25	Billing/Invoicing



SKILLFUL
A MARKLE INITIATIVE

skillful.com

©2016 The Markle Foundation

