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# Example of Logistic Specialist Job Description

Our company is growing rapidly and is looking for a logistic specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for logistic specialist

* Monitor stock of raw and pack in his area defined by his manager
* Decrease obsolete stock level
* Develops and maintains documentation of business requirements for logistics services – defined scopes of work – to enable competitive selection and to manage performance of logistics providers
* Coordinating internal and external customs affairs
* Monitoring customs clearance on daily import/export process with Hong Kong logistic colleagues for raw material, finished product and equipment/spare parts in order to support production
* Keeping track with import and export volume to make sure hand book / EDI balance and all hand books can close on time avoid any duty loss for the company
* Budget and control annual expenses for Customs function
* Helping finance to clear any documentation, taxation, foreign currency in and out of PRC
* Checking relevant government department’s new regulation and process to achieve most favorable treatment
* Supervising a team of customs personnel to achieve departmental objectives

## Qualifications for logistic specialist

* 3 years of experience in surface transportation and warehousing industry OR 2 years of aforementioned experience plus 2-3 years in related Supply Chain Management or Logistics fields, planning, imports, air/maritime
* Capable of leading meetings and giving presentations in both Japanese and English
* Proactivity in communication
* Working knowledge of Ricardo Customs system would be of benefit but not essential
* Associates Degree from an accredited college preferred
* Minimum 2 to 4 years of experience in shore excursions or related area