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# Example of Logistics Advisor Job Description

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

## Responsibilities for logistics advisor

* Collaborating with the senior team to foster performance and talent management programs
* Providing accurate and timely response to employee concerns expedient resolution of problems
* Monitoring the appropriateness and timeliness of communication including performance evaluations, disciplinary documents, postings, weekly pass-along scripts
* Managing the timely selection of exempt and non-exempt personnel
* Develop strategies for short and long term staffing needs/trends
* Assisting in the development and reinforcement of sound employee relations practices within the management team
* Collaborating with management/HR team to provide successful colleague engagement activities while remaining within budgetary guidelines
* Remaining current with state and federal laws and partnering to develop plans to communicate, educate and monitor compliance
* Assisting the HR team and colleagues in the resolution of payroll and benefit issues
* Providing in-house training to enhance skills/knowledge where appropriate

## Qualifications for logistics advisor

* Bachelor’s Degree in related subject/s, or equivalent military experience of at least five years highly desirable
* Combat experience preferred
* Current Passport preferred
* Advise the Deputy Principal Assistant to the Program Manager in planning and managing shipbuilding acquisition logistics efforts
* Assist with development and conduct of plans and actions to meet annual logistics program goals
* Assist with development and update of program-level documents, presentations and policies concerning all aspects of ship acquisition logistics