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# Example of Logistics Assistant Job Description

Our company is looking to fill the role of logistics assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for logistics assistant

* Communicating necessary changes to team/supplier
* Controlling intake and liaising with relevant functions to ensure deliveries match orders
* Monitoring and analyzing intake performance and accuracy
* Develop an understanding of the processes involved in the function and how B&M interacts with our department and how the department interacts with both the DC and external partners
* Maintain financial database to ensure data accuracy
* Design excel template for financial analysis
* Support the preparation of the budgeting, forecasting and other related analysis
* Prepare and monitor CAPEX analysis
* Serves as a point of contact and liaison for all logistics activities
* Acts as liaison and facilitator between company and customer

## Qualifications for logistics assistant

* Positive, enthusiastic, with an ongoing commitment to achieving high quality results
* Successful candidates must be able to multitask and work well in a busy environment
* Can work independently collaborate with a team
* Degree – desirable, but not essential, preferably business, numerical or fashion related
* Work experience - ideally within fashion retail or office environment
* Attentive and keen to learn