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# Example of Logistics Assistant Job Description

Our growing company is looking for a logistics assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for logistics assistant

* Ensure operations as per defined SOP
* Basic understanding of log operations
* Act as primary focal point in the design and refinement of the COE Key Performance Indicators (KPI)
* Assist in the design of corporate reports for the purpose of reporting and analysing the performance witnin the paramaters of the Memoranda of Understanding (MOU), while supporting the achievement of the COE Key Performance Indicators (KPI), by TCC/PCC and field missions
* Assist in the design of the Quarterly Global COE Status Report and other MOU performance reports
* Provide technical assistance in the review of field mission COE and MOU Management Review Board (CMMRB) reports and identify the implications of recommendations relating to the performance
* Conduct analysis and prepare associated reports related to requests by TCC/PCC to rotate COE major equipment at UN expense
* Undertake research to identify and define ECOE user requirements, priorities, and enhancements
* Serve as focal point to OICT for up-dates to the ECOE database design by creating new database modules, writing and updating the access control, data entry, and data maintenance procedures
* Serve as focal point to ICTD for the development, maintenance (archiving and storage of information) and enhancement of the COE Business Objects universes and the development of corporate reports for use by field mission and HQ staff

## Qualifications for logistics assistant

* Demonstrated success in driving KPI improvements and executing new initiatives for a scaling business
* Provide administrative support to the LSC team
* Ensure that loss controlling is completed on time
* Document control and management
* Stationary control and management
* Sound knowledge of filing and document control processes