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# Example of Logistics Operations Job Description

Our innovative and growing company is looking to fill the role of logistics operations. 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 operations

* Directly support the supply chain manager and business team in evaluating & analyzing potential improvement initiatives (assigned or self-developed for packaging, transportation, distribution, multi-modal)
* Identify needed capital & expense improvements (base scope and justification)
* Drive sustainable productivity, cost, safety improvements with 3PL operations
* Provide direct support to month end closing for the Plant logistics
* Drive safety and quality in logistics operations and processes
* Provide Vendor Management for logistics supplies and services
* Serve as NCM Investigator for internal & customer logistics issues (Root Cause, CAPA, Verify Eff.)
* Act as back-up for the Supply Chain Planner for Raw Material planning and ME Closing
* Ensure inventory accuracy and performing reconciliations
* Provide direct support to Customer Audits

## Qualifications for logistics operations

* Bachelor’s Degree in Business Management, Supply Chain or equivalent field
* 3-5 years in a Business and/or Analytical role with progressive experience
* Effective interpersonal skills, including the ability to collaborate, influence, negotiate, resolve conflicts, and effectively coach both Managers and Team Members
* Mentoring and coaching skills, sound business acumen and demonstrated ability to establish credibility, trust and partnership at all levels of the organization
* High level of independence and initiative while working effectively as part of the team
* Candidate should process analytics skills