



Example of Analyst, Logistics Job Description

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

Responsibilities for analyst, logistics

- Run SAP jobs / queries to develop data and analysis and provide management information and recommended course of action
- Investigate all irregularities in order to report information, explain variances, suggest improvements initiatives, and lead required activities in order to address concerns
- Approve overtime and accessorial charges for warehouses
- Write SOPs and training documents to establish standard work at warehouses
- Update monthly KPI reports for all warehouses
- Write SOPs and training documents to establish standard work at Dry warehouses
- Manage and monitor South Asia spare parts logistics and fulfillment activities which includes Parts Ordering, Freight and Warehouse Management Customs Brokerage in the South Asia market
- Logistics management information systems strategy, planning, and performance
- Ensures full compliance to all laws and regulations which apply to company-wide import and export transactions by developing, implementing, and modifying import and export compliance processes and procedures (tariff classifications, valuation, country of origin, NAFTA, denied party screenings)
- Systems Support – will provide support of Fleet systems including TMS routing and OBC tracking at the QCC level to assist, coordinate or recommend system refinement as evidenced by daily usage trends, production changes or service interruptions

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- Ensure all equipment sent to locations is returned
 - Logistics/International Business/ Trade Compliance/ Project Management/Supply Chain experience
 - Must possess solid analytical skills and excellent Excel literacy (Pivot, Macro, Index, Cube) and Power Point
 - High level of Excel spreadsheet skills with solid working knowledge of MS Power Point, MS Word, Visio and ERP Systems
 - Excellent communication skills - strong writing skills with the ability to review documents for accuracy
 - Logistics experience with a background in warehouse management