



Example of Logistics Assistant Job Description

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Our innovative and growing company is hiring for a logistics assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for logistics assistant

- Initiates, monitors, and administers the use and maintenance of the high side computer access accounts
- Input and maintain the corporate level DOT database
- Collects, reviews, and verifies timesheets are received and completed accurately and that all time is calculated and applied correctly
- Tracks, reviews, manages, and approves all billing, purchase order requests, and delivery orders pertaining to Logistics
- Serves as SharePoint Administrator for Logistics to include reviewing content for compliance, setting up activity alerts and encouraging usage across the operation by identifying opportunities for increased usage
- Tracks, coordinates, and organizes special events such as, but not limited to, crane lifts, special events
- Reports on and makes notification for security issues
- Operates from multiple site locations as required to meet business needs
- Performs basic secretarial duties such as filing, answering phones, faxing, emailing, meeting minutes, agendas, scanning and similar office duties
- Utilizes and implements the most efficient tools and processes to execute assignments

Qualifications for logistics assistant

- Must be able to work independently, analyze and react quickly in a multi-

- Good interpersonal skills, proactive and good working attitude
- Lift, bend, reach above the head
- Strong clerical skills - photocopying, faxing, typing meeting notes
- Excellent organization, planning, time management, and problem-solving skills