



Example of Logistics Executive Job Description

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Our growing company is looking for a logistics executive. 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 executive

- Preparation of Site Procurement reports
- Assist Site Material Controller in material receipts/reports
- Maintains accurate Procurement and Logistics Reports
- Coordinate with Head Office for all Site related Procurement/Logistics matters
- Manage daily, weekly, monthly departmental calendars and maintain complete and accurate appointment calendars
- Arrange business travel both domestic and international
- Coordinates conference calls and meetings using Outlook and WebEx conferencing video conferencing
- Assists in the preparation of presentations, correspondence, reports and other documents
- Plan, schedule and analyst cost of off-site meetings for department
- Screens incoming calls, emails and correspondence and responds where possible, taking and delivering accurate messages, escalating or delegating communications to appropriate team members, conducting follow up as needed

Qualifications for logistics executive

- 5 years of experience serving clients in Transportation (Aviation/Rails/Logistics)
- Drive direct revenue and lead generation through strong business

- Minimum 5 years clerical/executive administrative support experience required
- Ability to handle highly confidentiality and sensitive information with extreme discretion
- Excellent proofreading and attention to detail skills especially under time constraints
- Exceptional organizational skills with ability to handle multiple assignments simultaneously