



Example of Logistics Executive Job Description

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Our company is searching for experienced candidates for the position of logistics executive. 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 executive

- Supports programs, events, meetings or conferences, coordinating with facilities and caterers, assists in the preparation and delivery of information and invitations
- Order office supplies, collect and distribute department mail
- Create purchase requisitions from information received from project managers
- Will create purchasing documents and process all invoices
- Process invoices by obtaining appropriate approval and submitting to accounts payable
- Work with Controller on monthly accruals
- Manage department purchasing and meeting card – prepare monthly reconciliation to send to Controller and Accounting
- Collaborate with management to provide reporting and analysis for both supplier and client quarterly business reviews
- Analyze operations, including performance and productivity data, error rates and root causes, capacity constraints
- Responsible for scheduling of dispatches of the finished goods

Qualifications for logistics executive

- Proven sound judgment to ensure proper steps are taken
- Ability to proactively manage calendars and expense reports

- The maintenance and cleaning of equipment, vehicles and plant on a planned program
- Good communications skill in person, via email or on the phone
- A strong work ethic and the willingness to work unsociable hours