

## Job Description: Logistics Analyst

### Job Summary/Objective:

To drive a successful and efficient planning of inventory levels. Through the use of excel or other inventory programs/applications, analyse trends and drive inventory agendas.

### Responsibilities & duties:

- Coordinate and analyse the logistical function / supply chain
- Compute reporting metrics such as on-time delivery and order fulfilment rates
- Drive a successful and efficient planning of inventory levels
- Monitor industry trends, standards and practices to identify developments in logistics planning or execution
- Devise strategies to create cost effective and profitable function, optimise service levels and maintain supply-chain efficiency
- Determine opportunities for inventory reductions
- Coordinate delivery schedules
- Maintain customer relationships and ensure timely responses to queries
- Drive continuous improvement across Inventory processes

### Skills/Attributes required:

- Analytic, problem solving and quantitative skills
- Familiar with logistics and production planning concepts
- Knowledge of databases, statistics applications and logistics programs
- Experienced with MS Office including Word, Excel, and Outlook
- Excellent verbal and written English communication skills
- Proactive, highly motivated and flexible
- Highly organised
- Experience working with Western companies (preferred)

### Qualifications/Experience required:

- Bachelor degree preferably Supply Chain Management or Logistics
- 1 - 2 years experience in a supply chain, logistics or inventory