

Logistics Analyst

Job Number: DOS003I

Description

As a Logistics Analyst with HRSS we offer you the opportunity to work on challenging, exciting, and substantive assignments to support deployed personnel, so they may concentrate on the mission. You will be responsible to assist in the development of processes and procedures to collect and analyze data, and to identify trends concerning the flow of operations and the supply chain. Position is also responsible for the actual collection of data, analysis, and reporting findings. Participates in interdisciplinary projects and groups to achieve maximum supply chain efficiency. Generally works independently.

Principal Accountabilities:

- Collects, processes, and maintains data for analysis. Develops Program-level supply chain reports and metrics. Collects data and analyzes trends in the flow of construction, operations, and maintenance materials and equipment from manufacturer to end user to maximize supply chain efficiency
- Provides input and recommended actions to logistics management for same
- Monitors the external environment and internal trends, to identify SWOT in supply chain management
- Participates in inter-departmental task forces charged with improving supply chain performance in support of program
- Assists in the development of policies, guidelines, and procedures to ensure quality and cost control.
- Coordinates logistics activities with internal/external customers
- Provides detailed analysis of end to end performance. Documents, tracks and reports the flow of construction, operations, and maintenance materials and equipment between requestor, approver, buyer, vendor, freight forwarder, receiving HUB and receiving site to ensure items are being delivered from the vendor, properly received at the freight forwarder, receipts and invoices match and payments are authorized in a timely manner
- Program contact for provision of acquisition and movement analysis and feedback to requestor, procurement and freight forwarders as for all supply chain related queries
- Establishes and refines procedures for analysis.
- Fully researches and responds to issues/problems
- Designs and provides detailed reports with analysis and recommendations for supply chain process improvements to senior management
- Presents and explains solutions to customers
- Designs automated methods to enable more efficient capture of supply chain data. Create system queries to collect and analyze data pertaining to request processing times, order ship times, receipt processing times and design reports, including graphs, tables and charts representing findings
- Conducts distribution and network studies.
- Monitors inventory and analyzes requirements in order to develop strategies to achieve desired delivery times and order fill rates.
- Maintains appropriate records and prepares reports.
- Interacts with clients to understand their distribution network.
- Assists and/or leads the development of internal analysis tools.
- Performs other duties as assigned

Knowledge & Skills:

Ability to multi-task effectively, prioritizes and execute against multiple priorities
Ability to interface effectively with all levels of management and functional disciplines

Strong knowledge of databases and spreadsheets
Excellent written and oral communication skills
Excellent data entry skills
May require working nights and weekends
Organized, dedicated and reliable
Strong analytical skills
Strong verbal and written communication skills
Intermediate level experience and skills operating MS-Office Suite including Word, Excel, Power Point

Physical requirements:

Generally works in a normal office environment. However, due to operational locations of various Task Orders, may be required to travel domestically and internationally, on short notice, to austere environments under harsh living conditions, for periods of time.

Ability to multi-task effectively, prioritizes and execute against multiple priorities
Ability to interface effectively with all levels of management and functional disciplines
Strong knowledge of databases and spreadsheets
Excellent written and oral communication skills
Excellent data entry skills
May require working nights and weekends
Organized, dedicated and reliable
Strong analytical skills
Strong verbal and written communication skills
Intermediate level experience and skills operating MS-Office Suite including Word, Excel, Power Point
Generally works in a normal office environment. However, due to operational locations of various Task Orders, may be required to travel domestically and internationally, on short notice, to austere environments under harsh living conditions, for periods of time.

Experience:

One to three years of experience in Data Analysis. Analysis experience in Logistics preferred.

Education:

Associates Degree with an emphasis in statistics, mathematics, computer science or related associates/bachelors degree. Experience will be considered in lieu of degree.

To apply for this job please send your resume to Dawn.Toro@hrsslc.net