

Logistics Specialist: Logistics Specialist I

Controls the efficient flow of goods, services and information between point-of-origin through customer placement in order to meet customer requirements. Ensures that customer service and time objectives are achieved within existing financial constraints in order to meet marketing and financial objectives. Ensures the execution and continuous improvement of standard logistics processes, such as the replenishment system, data interchange systems, demand management, electronic data systems administration and related functions. Builds relationships with strategic customers through logistics initiatives. Integrates learning from customers, competitors, operating entities, distribution, transportation, customer service, other industries, industry groups, and professional training to continuously improve competitive position.

Knowledge

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity by following established policies and procedures.

Discretion/Latitude

Work is closely supervised. Follows specific, detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liason

Contacts are primarily with immediate supervisor and other personnel in the section or group.

Work Products (Examples may include but are not limited to)

Prepares data items and inputs data to customer and ILS databases. Assists in the preparation of briefing charts and graphs. Reproduces and distributes ILS reports and data. Accumulates ILS-related data for plans, schedules and financial planning.

Minimum Education and Experience

1+ years directly related experience with Bachelor's Degree in Business or related field. Basic MS Word, PowerPoint and Excel skills.