

Logistics Specialist

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.

Level 1		Level 2		Level 3		Level 4		Level 5	
Logistics Specialist I		Logistics Specialist II		Logistics Specialist III		Sr. Logistics Specialist		Logistics Manager	
Knowledge	Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.		Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.		Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization.		Develops advanced concepts, techniques and standards. Develops new applications based on professional principles and theories. Viewed as expert in field within the corporation.	
Problem Solving	Solves routine problems of limited scope and complexity by following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.		Develops solutions to problems of unusual complexity that require a high degree of ingenuity, creativity and innovativeness. Challenges are frequently unique and solutions may serve as precedent for future decisions.	
Discretion/Latitude	Work is closely supervised. Follows specific, detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.		Works under consultative direction toward longrange goals and objectives. Assignments are often self-initiated. Virtually self-supervisory.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgement or failure to achieve results would normally require a moderate expenditure of resources to rectify.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.		Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.		Decisions affect the financial, employee or public relations posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.	
Liason	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.		Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.		Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities and long-range goals and objectives	

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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.	Inputs ILS information to internal databases and generates customer-required data items. Reviews for correctness and accuracy. Interfaces, collects and resolves problems concerning ILS information and data from other departments/sources for ILS data bases. Assists and provides data and updates for plans, proposals, briefings and status charts. Assists in the establishment and maintenance of logistics resource milestone schedules.	Prepares contractual data items and inputs to customer and internal ILS related databases. Performs ILS analysis and recommends/resolves H/W and S/W issues. Prepares proposal rationale, attends and supports fact finding and customer audits. Develops graphs, briefings and charts. Interfaces with management and the customer on a limited bases to provide information and data. Summarizes and interprets logistics data, status and reports.	Directs and coordinates the preparation of ILS plans, proposals, analysis, trade studies, briefings and data requirements. Briefs and interfaces with management and the customer on ILS program status, issues and recommendations on a limited to frequent basis. Generates, tracks and provides corrective action for ILS H/W and S/W issues. Prepares P.R.'s and interfaces with ILS suppliers. Supports financial ETC's, EAC's and audits.	Manages and develops ILS business and operational strategies/concepts and plans on proposed, new and existing programs. Reviews and ensures ILS proposals, documentation and briefings are timely, accurate and meet approved guidelines. Briefs Management and the customer. Reviews and recommends solutions to ILS issues and high-risk problems. Supports finance objectives. Prepares and monitors staff PfP's.
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.	3+ years directly related experience with Bachelor's Degree in Business or related field. Intermediate MS Word, PowerPoint and Excel skills.	6+ years directly related experience with Bachelor's Degree in Business or related field. Advanced MS Word, PowerPoint and Excel Skills.	10+ years directly related experience with Bachelor's Degree in Business or related field. Advanced MS Word, PowerPoint and Excel skills.	15+ years directly related experience with Bachelor's Degree in Business or related field. Advanced MS Word, PowerPoint and Excel skills.