



## Logistics Analyst – Job Description

(Job Code and Level: MPLLOG003)

### Definition:

Move materials, goods and products (including importing and exporting) to ensure that they are in the right place to meet customer demand.

### Overall Purpose of the Role:

Responsible for analysing and interpreting data and providing logistics information to aid cost effective, efficient, timely and high quality logistics solutions. Often works closely with the Logistics Manager and other stakeholders in the organisation.

### Key Responsibilities:

#### General and Task Management

- Collation of data from across the business
- Ensure reliability, integrity and accuracy of data
- Undertake detailed and thorough logistics analysis and identify opportunities to aid efficiency and cost optimisation through evaluation of data
- Ensure analysis is in line with business goals and targets
- Create statistical and financial models and use appropriate software to review opportunities for cost savings and efficiencies in the logistics process, such as inventory levels, budget or transportation schedules
- Make recommendations based on findings and analysis
- Produce forecasts and estimates to aid financially sound decisions and cash flow planning
- Ensure logistics costs are monitored, managed and under control
- Collaborate with manager or stakeholders to determine effective solutions
- Participate in regular planning reviews and change processes and prepare data in line with changes
- Set up and provide regular reports and data relating to specific areas of the logistics process such as supplier analysis, transportation costs
- Track logistics trends and use information to recommend changes
- Utilise knowledge and research methods to benchmark logistics activities and to drive best practice results

- Work with Logistics and other appropriate staff to resolve issues as and when required
- Provide additional analytical support as required
- Report against key performance indicators
- Work towards and support a culture of continuous improvement and work to make business and department improvements wherever possible

### **Self Management**

- Adhere to health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, other staff and visitors
- Assertive, resilient and welcomes change
- Engages interest and participation of others
- Proactively contributes to the team
- Is self aware, optimistic and has a collaborative approach to working with others
- Shows moral courage, openness and honesty in all dealings
- Self motivated and results orientated

### **Skills and Attributes:**

- Excellent analytical, planning and problem solving skills
- Ability to undertake complex analysis to create information and to interpret data and trends
- Numerate
- Commercial and financial acumen with a full understanding of the impact of failure in terms of business cost, production schedules and customer order fulfilment
- Good communicator with the ability to form and maintain good relationships internally and externally
- Excellent attention to detail skills

### **Qualifications and Experience Levels:**

- A Levels, ONC-D, BTec National Diploma Level 3, IVQ Technician Diploma or equivalent NVQ level 3 qualification
- Professional accreditation with an industry related body would be advantageous
- Previous experience in a logistics or supply chain analytical / planner role, preferably within the automotive or manufacturing environment
- Good knowledge and understanding of a variety of manufacturing and automotive processes and components and good understanding of supply chain/transportation process and best practice methodologies
- Awareness of Dangerous Goods Handling and aviation security
- Proven IT systems knowledge and skills including knowledge and understanding of specialist systems such as Enterprise Resource Planning (ERP), Bill of Material (BOM) and customer data systems
- Advanced Excel user with the ability to analyse and manipulate data in Excel and provide meaningful information

- Experience and knowledge of statistics, forecasting and management information methods and techniques
- Knowledge of lean techniques may be advantageous

**Example roles this job description may cover:**

- Supply Chain Analyst