



JOB DESCRIPTION – LOGISTICS ANALYST

Job Title: Logistics Analyst

Department: Supply Chain and Logistics

Reporting to: Logistics Manager

Job Overview

As a Logistics Analyst at Trendie, your primary responsibility will be to enhance the efficiency of our logistics and supply chain processes through in-depth analysis and strategic optimisation. You will employ advanced data analysis, forecasting, and modelling techniques to drive improvements in logistics performance, reduce costs, and ensure timely product deliveries. Your role will be instrumental in identifying operational inefficiencies, developing solutions, and contributing to the overall strategic alignment of our supply chain functions with broader business objectives.

Key Responsibilities

- **Data Analysis and Insights:** Conduct comprehensive analysis of logistics and supply chain data, identifying trends, inefficiencies, and areas for process improvement. Leverage data-driven insights to guide decision-making and enhance operational performance.
- **Process Optimisation:** Develop and implement data-backed strategies to streamline transportation, warehousing, and distribution processes. Ensure these optimisations lead to cost reductions, improved service delivery, and enhanced operational efficiency.
- **KPI Monitoring and Reporting:** Regularly monitor and evaluate Key Performance Indicators (KPIs) relevant to logistics operations. Provide detailed reports and presentations to management, highlighting performance metrics and recommending actionable strategies for improvement.
- **Cross-Functional Collaboration:** Collaborate closely with various departments, including procurement, sales, and operations, to ensure alignment of logistics strategies with organisational objectives. Facilitate interdepartmental communication to support seamless operational execution.

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- **Demand Forecasting and Inventory Optimisation:** Utilise advanced forecasting models and simulation techniques to predict demand trends and optimise inventory levels. Ensure inventory management strategies meet customer demand while minimising costs.
- **Industry Research and Best Practices:** Stay informed about emerging trends, technologies, and best practices in logistics and supply chain management. Regularly review industry developments to integrate innovative solutions into Trendie's logistics strategies.
- **Comprehensive Reporting:** Prepare detailed reports, data visualisations, and presentations outlining logistics performance, key findings, and strategic recommendations. Ensure reports are accurate, comprehensive, and contribute to data-driven decision-making.

Qualifications and Experience

- **Educational Requirements:** A Bachelor's degree in Logistics, Supply Chain Management, Business Analytics, or a closely related field is required.
- **Professional Experience:** A minimum of 3 years of experience in logistics analysis, supply chain management, or a comparable role within a fast-paced environment.
- **Analytical Competency:** Demonstrated expertise in analysing complex data sets, coupled with strong problem-solving capabilities.
- **Technical Proficiency:** Proficient in the use of logistics management software, data analysis tools, and statistical modelling programs (e.g., Excel, SQL, and other advanced analytical tools).
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to present complex data and insights clearly to stakeholders at all levels.



Skills and Competencies

- **Data Analytics and Modelling:** Strong command of data analysis, forecasting, and optimisation techniques to improve logistics efficiency.
- **Strategic Insight Development:** Ability to synthesise data into actionable insights that directly impact the effectiveness of logistics operations.
- **Attention to Detail:** Exceptional focus on accuracy in data interpretation and report generation, ensuring that all analyses are precise and reliable.
- **Collaborative Ability:** Proven experience in working within cross-functional teams to drive continuous improvement initiatives.
- **Technical Acumen:** Advanced proficiency in relevant software tools, including Microsoft Excel, SQL, and other logistics management systems.

Working Conditions

This is a full-time position, with occasional travel required to liaise with other company locations or suppliers. The role demands meticulous attention to detail and a high degree of accuracy in working with large data sets. Flexibility may be required to accommodate time-sensitive tasks or urgent operational issues.

Key Performance Indicators (KPIs)

- **Efficiency Gains:** Demonstrable improvements in logistics operations, measured through cost reduction, time savings, and overall process efficiency.
- **Forecasting Accuracy:** Achievement of high accuracy in demand forecasting and inventory level predictions, reducing excess stock and minimising shortages.
- **Issue Resolution Timeliness:** Ability to identify and address logistics-related issues promptly, minimising disruptions in supply chain operations.
- **Strategic Contribution:** Alignment of logistics strategies with broader organisational goals, contributing to the achievement of Trendie's strategic objectives.
- **Reporting Excellence:** Production of high-quality, accurate reports with actionable recommendations that drive continuous improvement.



Trendie

Company Culture and Values

At Trendie, we champion a culture of innovation, data-driven decision-making, and continuous improvement. As a Logistics Analyst, you will be expected to uphold these values while ensuring that our logistics operations not only support, but actively contribute to, the success of the business.

Career Development Pathways

A Logistics Analyst at Trendie has opportunities for professional growth, with pathways to roles such as Senior Logistics Analyst, Logistics Manager, or Supply Chain Manager. Career development may also include specialisation in areas such as advanced data analytics, supply chain optimisation, and strategic logistics planning.

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