



Supply Chain Services International

Position Title: Logistics Analyst
Date Available: Immediately
Position Location: Charleston, SC

JOB TASK

The Logistics Analyst acts as a daily liaison between suppliers and end customers. The Logistics Analyst also helps build and foster the relationship between the supplier, end customer, and SCSI, while maintaining the highest performance standards at lowest achievable costs.

DUTIES AND RESPONSIBILITIES

- Retrieve and prepare suppliers' requirements for kitted- and bulk shipments
- Create appropriate shipping labels for outbound shipments
- Create daily inspection worksheets
- Prepare daily dock audits for verification of inbound and outbound shipments
- Prepare and send Advance Ship Notices (ASN), and/or invoices to end customer
- Enter received shipments into WITS (Web Inventory Tracking System)
- Conduct and reconcile cycle counts
- Conduct and reconcile yearly physical inventory
- Complete manual invoices for price discrepancies, as required
- Research, identify, and locate inventory discrepancy
- Scan documents electronically and send to supplier and end customer
- Prepare shipping documents and bills-of-lading
- Track and expedite supplier shipments when required
- Monitor supplier inventory levels and ensure no shortages exist
- Monitor supplier delivery-performance indicators
- Segregate and dispose of defective materials
- Complete other duties and/or responsibilities as assigned

REQUIRED JOB SKILLS AND COMPETENCIES

- Demonstrated understanding of warehousing methods and shipping procedures
- Operating-level proficiency using computerized inventory control systems
- Operating-level proficiency using Microsoft Office EXCEL
- Proven record of job diligence and attendance
- Demonstrated ability in written and verbal communication
- Demonstrated interpersonal skills, multi-tasking skills, and attention to detail

REQUIRED EDUCATION AND RELATED EXPERIENCE

- High school diploma or GED required
- Work experience in freight-forwarding is preferred
- Work experience in warehousing and logistics operations preferred

To directly apply for this position please submit your resume to: HR@SCSInternational.net