

JARRETT LOGISTICS SYSTEMS, INC.
JOB DESCRIPTION AND SPECIFICATION

Job Title: Logistics Analyst

Department or Area: SHIP Systems Routing Center

Job Analyst: WMJ

Date: January 29, 2010

Education and Experience Required: Bachelor's Degree; 2-5 years

Summary Statement: Under general direction conduct extensive analysis of freight data for customers; develop and implement corrective action plans for carriers that are not meeting customer expectations.

Tasks Performed

- Perform extensive analysis of freight data for customers
- Develop and implement corrective action plans with carriers
- Hold regular conference calls with carriers to ensure compliance with expected performance metrics
- Measure and report carrier on time performance metrics
- Update spreadsheets with carrier performance data
- Analyze trends in carrier performance and develop solutions for improvement
- Utilize Electronic Data Interchange (EDI) data from carriers
- Provide standard and comprehensive reports to customer
- Provide standard and comprehensive reports to supervisor
- Receive calls from vendors and customer
- Route shipments to and from vendors and customer
- Maintain high level of customer service
- Utilize methods and procedures that facilitate achievement of branch financial goals
- Recommend changes in operational methods and procedures for improvement
- Maintain and update computer database
- Resolve customer complaints
- Save freight dollars for customer through improved routings
- Analyze and improve carrier performance level
- Ensure that carrier past due freight bills are resolved
- Carry pager during off hours as needed
- Other related duties as assigned by management

Knowledge (K) Required

- K of transportation/logistics industry
- K of EDI, databases and spreadsheets
- K of customer, customer product, and distribution of product
- K of carrier tariffs, discounts, and authorities
- K of commodities as stated in NMFC guide
- K of carrier distribution system

- K of company policies and procedures
- K of accounting processes

Ability (A) Required

- A to exercise independent judgment
- A to demonstrate effective decision making skills
- A to demonstrate leadership skills
- A to establish good organizational skills
- A to exhibit effective problem solving skills
- A to operate PC efficiently
- A to work effectively in team environment
- A to edit orders
- A to expedite shipments
- A to work well under pressure
- A to communicate effectively
- A to perform customer service functions
- A to utilize carrier route guides

APPROVALS:

NAME _____ DATE _____

NAME _____ DATE _____

NAME _____ DATE _____