

# American Solutions for Business

## Job Description

**Job Title:** Supply Chain Analyst

**Department:** Logistics

**Reports To:**

**FLSA Status:** Exempt

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### Summary/Objective

The supply chain analyst gathers data and conducts an analysis of the entire life cycle of how goods are moved from the planning stages to the end consumer to improve supply chain operations. This position will provide process and data analysis and problem resolution on fulfillment, distribution, allocation, and delivery to improve process and overall parcel, mail and LTL costs.

**Essential Duties and Responsibilities** include the following.

- Analyze data to identify and understand where errors or inefficiencies are occurring, determine the factors causing them and make recommendations for improvement.
- Using software tools to evaluate small parcel trends and work with sales associates to improve shipping methods.
- Work with freight partners in claim situations, credit situations, and invalid shipping charges
- Maintain positive relationships with all key contacts at multiple freight partners.
- Research and identify the most cost-effective shipping methods, schedules, and pricing strategies to transport goods across a global market.
- Monitor the accuracy and timeliness of freight account setup and data in the ERP system.
- Manage home office freight charges to apply to correct departments
- Develop and execute projects to improve supply chain performance against targets, benchmarks and service agreements.
- Work with senior manager in analyzing and securing contracts for small parcel, international shipment and LTL.
- Assist in resolving supply chain issues, including planning and implementation of sourcing initiatives.
- Other duties as assigned.

### Supervisory Responsibilities

This position has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Competencies**

- Problem Solving/Analysis.
- Communication Proficiency.
- Technical Capacity.
- Strategic Thinking.

## **Education and Experience**

**Required:** Associate degree in business administration, accounting or related field with three to five years' experience in supply chain projects; or equivalent combination of education and experience.

**Preferred:** Bachelor's degree in business administration with a focus in project management, supply chain or transportation plus 3 years related experience or equivalent combination of education and experience preferred.

Certification: Project Management Certification

## **Language Skills**

Ability to read and interpret as well as write general instructions and business correspondence. Ability to speak effectively before groups of customers, Sales Associates or employees of organization.

## **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

## **Reasoning Ability**

Ability to solve practical problems independently and deal with a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.

## **Other Skills and Abilities**

Ability to work efficiently with little supervision and make appropriate decisions independently. Ability to process work with accuracy and high attention to detail. Must be able to work quickly and accurately with keyboard, copier, scanner, 10-key, calculator, adding machine and phone.

Working knowledge of Microsoft Office, with an emphasis in Excel is desired, in addition to a familiarity with accounting and web based software.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, and required to stand or walk. Duties require the ability to speak, hear and specific vision abilities required by this job include close vision. Frequent wrist and hand movement is required, as well as occasional reaching with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.