

## **Logistics Analyst:**

### **Overview:**

Be part of a dynamic group that fuels the growth of the world's largest office supply company. At Staples, you will have the opportunity to add value and deliver results across the board while supporting initiatives that stretch across the globe. You will get the chance to see first hand what it takes to be part of a company that is leading the way in logistics. If a career in Supply Chain is your dream, on the job training will be available and you will have the chance advance your career with classes at Staples University.

### **Responsibilities:**

Collect and analyze data to support logistics project managers including:

- Updating and running models to support capacity analysis.

- Liaison with other departments to gather information for request development

- Conduct spreadsheet modeling and quantitative analysis

- Utilize our AS400 system to gather and manipulate data

Maintain the department shared drive including determining contents, granting permission for access, reviewing file sizes, coordinating clean up and archiving old files

Track, report, and review the performance of carriers, consolidators, and vendors

Participate in a variety of assignments and projects related to data analysis

Use commercial mapping software to create presentation ready maps and design PowerPoint presentations

### **Qualifications:**

Bachelor's degree is required - preferably in Finance, Logistics, Statistics or Business Analysis

Analytical abilities, strong knowledge of PC applications with an emphasis on spreadsheet experience and database applications (e.g. Excel, Access, ERP systems)

Financial analysis/justification experiences a plus as well as the knowledge of supply chain concepts.

Strong interpersonal, verbal, and written communication skills

Organizational, time management and prioritization skills

Attention to detail is a must

Ability to work in a team environment.

Ability to meet deadlines and work independently.

