

Position Description:

Title and Reporting Relationships	
Position Title	Logistics Analyst
Business Unit	Revenue
Reports To	Group Logistics Manager
Direct Reports	Nil
Indirect Reports	Nil
Scope	National logistics network, covering warehousing, transport and export operations
Main Purpose of Position	
The Logistics Analyst provides data-driven insights, cost analysis, reporting and continuous improvement support across Open Country Dairy's warehousing, transport and export logistics network. The role gives visibility of logistics costs, inventory movements, supplier performance and operational KPIs, enabling informed decisions and driving cost and service improvements.	
Key Responsibilities	
Cost & Financial Analysis	
• Validate warehouse, transport and logistics invoices. • Investigate cost variances and billing discrepancies. • Maintain logistics rate cards and contracted pricing schedules. • Support annual transport and warehousing tenders. • Produce monthly logistics cost reports and forecasts.	
Performance Reporting	
• Develop and maintain logistics dashboards and KPIs. • Monitor DIFOT performance, warehouse utilisation, inventory accuracy, carrier performance and export service levels. • Produce weekly and monthly management reporting.	
Inventory & Supply Chain Analytics	
• Analyse inventory movements and storage utilisation across all sites. • Identify slow-moving and excess inventory. • Support stock reconciliation investigations. • Assist with warehouse capacity planning.	
Supplier & Contract Management	
• Maintain supplier performance scorecards. • Track SLA compliance. • Monitor claims, CAPAs and corrective actions. • Prepare performance review packs for logistics providers.	
Continuous Improvement	
• Identify opportunities to reduce logistics costs. • Support process improvement initiatives. • Standardise reporting and data collection methods. • Lead analytical workstreams for logistics projects.	
Values and Behaviours	
• Right work, right way, right intent. • You demonstrate our company values and behaviours and encourage and coach others to do likewise.	

Position Description:

Working Relationships	
Most Frequent Contact	Nature or Purpose of Contact
Group Logistics Manager	Manager
Logistics Coordinators	Cross-functional team
Warehouse Network Manager	Cross-functional team
Transport & 3PL Providers	External stakeholders
Finance	Cross-functional team

Qualifications, Experience and Knowledge	
Essential	Desirable
2–5 years' experience in logistics, supply chain, inventory or operations analysis. - Advanced Excel skills. - Strong analytical and financial capability. - Experience working with 3PL providers and transport companies.	Power BI experience.

Competencies and KPI Measures		
Competency	Competency Description	KPI Measures
Cost & Financial Analysis	Validates logistics invoices, investigates cost variances and maintains accurate rate cards and pricing schedules to support tenders and cost control.	- Invoice discrepancies are identified and resolved promptly. - Logistics cost reports and forecasts are delivered accurately and on time. - Rate cards and contracted pricing remain current.
Performance Reporting	Develops and maintains logistics dashboards and KPI reporting across DIFOT, warehouse utilisation, inventory accuracy, carrier performance and export service levels.	- Weekly and monthly management reporting is delivered accurately and on time. - KPI reporting is accurate across all logistics providers. - Dashboards provide reliable, up-to-date visibility of performance.
Inventory & Supply Chain Analytics	Analyses inventory movements and storage utilisation, identifies slow-moving and excess stock, and supports reconciliation and capacity planning.	- Inventory movements and storage utilisation are accurately reported. - Slow-moving and excess inventory is identified and flagged. - Stock reconciliation investigations are supported effectively.
Supplier & Contract Management	Maintains supplier performance scorecards, tracks SLA compliance and manages claims, CAPAs and corrective actions with logistics providers.	- Supplier scorecards and SLA compliance are maintained and current. - Claims and CAPAs are tracked through to resolution. - Performance review packs are prepared accurately for logistics providers.
Continuous Improvement	Identifies and supports opportunities to reduce logistics costs, standardise	Cost savings opportunities are identified and progressed.

Position Description:

	reporting and improve data collection methods across the network.	- Reporting and data collection methods are standardised. - Analytical workstreams for logistics projects are delivered on time.
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Success Measures

- Logistics reporting delivered accurately and on time.
- Reduction in invoice discrepancies.
- Improved visibility of warehouse and transport costs.
- Accurate KPI reporting across all logistics providers.
- Identified and implemented cost savings opportunities.

Changes to Position Description

This position description is not exhaustive, and you may be required to undertake other duties that are reasonably required by your manager, consistent with the role. From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment. Any significant changes will be made in consultation with you.

Acknowledged / Accepted:

Employee: _____

Date:

Manager: _____

Date: