

## Position Opening

**Position:** Logistics Analyst

**Location:** Chaparral, Scottsdale AZ

**Opening Date:** May 9, 2023

**Grade:** 7 exempt

**Closing Date:** Until Filled

**Wage:** DOE

### **Mission & Values**

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

### **Primary Job Function:**

The Logistics Analyst is responsible for gathering and analyzing data to assess each step in the logistics process to contribute to the Pozzolan Business Unit. Responsible for maintaining the information in logistic databases and identifying opportunities for lanes or freight optimization. The Logistics Analyst will contribute to cost-effective means of shipping by truck or rail and track sourcing flows and patterns while researching patterns or identifying potential problems. This position reports to the Director of Transportation Operations.

**Please see below a brief summary job description.**

### **Essential Requirements:**

- Wear required safety equipment including but not limited to hardhats, safety glasses, safety harness, ear plugs, dust masks and gloves
- Operate mobile and fixed equipment in a safe manner
- Climb ladders and stairs to elevations of 100' or more as required
- Capable of doing repetitious arm, hand and leg motion
- Work in confined spaces with low clearance requiring bending or kneeling
- Able to lift weights of up to 50 lbs.
- Work in inclement weather as required
- Stand or sit at control panels or computer workstations for extended periods of time
- Capable of hearing alarms and changes in noise levels for safety purposes
- Required and predictable attendance
- Travel to various plant sites
- Maintain a valid drivers license and acceptable driving record

### **Knowledge, Skills and Abilities:**

- 4+ years of Supply Chain, Transportation Logistics, or equivalent experience in logistics industry or related industry preferred, with in depth knowledge of distribution and shipping methods
- Familiarity with logistics railroad software, tracking software, and spreadsheets
- Effective communication skills; verbal and written
- Demonstrated experience with implementation and optimization of effective logistics initiatives
- An entrepreneurial mind-set, with the resolve to develop ideas with limited supervision and thrive in fast paced environment
- Strong problem-solving skills, attention to detail, and exceptional organizational skills
- Ability to think strategically and creatively while executing operationally with high attention to detail and operational excellence
- Demonstrated ability to interpret large amounts of data and make sound business judgements and recommendations
- Demonstrated ability to analyze and, manage multiple competing priorities simultaneously
- Intermediate computer skills in Excel, Word, PPT

## **Position Opening**

### **Duties and Responsibilities:**

- Support the Pozzolan Business Unit Director, Transportation Operations and SVP of Pozzolan as directed
  - Know, follow, and ensure compliance of company policies and procedures including safety guidelines
  - Satisfactorily complete the training requirements as set forth by Salt River Materials Group
  - Responsible for development and revisions of best business practices related to logistics
  - Monitor the external environment and internal trends, to identify areas for improvement
  - Document, track, and report the flow of materials and equipment to ensure items are being delivered in a timely manner
  - Fully researches and responds to issues and problems
  - Designs and provides detailed reports with analysis and recommendations for logistics improvements
  - Designs automated methods to enable more efficient capture of logistics data
  - Collect and analyze data pertaining to shipments, inventories, planned vs. actual to design reports, including graphs, tables, and charts to representing findings
  - Must demonstrate the ability to assess specific shipping lane demands and recommend adjustments timely
  - Perform all the duties of the Logistics Assistant as necessary
  - Required participant of weekend rotation with Logistic Assistants
  - Through data-driven analysis of freight rates across modes, equipment types, carriers, market trends, and potential sourcing opportunities, uncover areas of opportunity for service, distribution, and network cost improvements
  - Process logistics invoices and investigate questionable or incorrect charges
- Perform other duties incidental to this classification as directed by management

Internal Applicants-please complete an Internal Transfer Opportunity Request Form located in MySRMG>Human Resources>HR Forms and send to [dpeters@srmaterials.com](mailto:dpeters@srmaterials.com).

External Applicants-please complete an application on our website [www.srmaterials.com](http://www.srmaterials.com), email to [dpeters@srmaterials.com](mailto:dpeters@srmaterials.com) or fax 480-850-4317.

*Salt River Materials Group(SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.*

***Salt River Materials Group preferentially hires Native Americans.***