



**Arctic
Co-operatives
Limited**

[Statement on the Co-operative Identity and Seven Principles](#)

Career Opportunity

Title	Logistics Analyst
Department/Division	Supply & Logistics /Merchandising & Logistics
Salary	\$ 4,548 - 5,351 per month
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Other	Permanent, full time, unionized

Benefits of working at Arctic Co-ops include:

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan,
- career development opportunities,
- annual performance plans,
- and an environment where employees are encouraged, supported and recognized.



Duties and Responsibilities

- 1.) Assist Logistics and Merchandising Managers in creating a more productive, cost effective and profitable enterprise. Managers will relay their challenges to the Logistics Analyst. The analyst will then use statistical analyses and strategies to devise numerous possible solutions.
- 2.) Develop reports relevant to the department and Senior Management that include Key Performance Indicators (KPI) and trend analysis. Examples of required reporting would include the following:
 - A. Freight Auditing:
 - a. Audit carrier invoices to ensure the correct rate is applied to a specific shipping lane and verify the legitimacy of the shipper and consignee information is correct as to the accuracy of billing. Audit and review of all invoices should be completed before payment is made. Included in the review and audit will be a confirmation on the weight accuracy of the specific product. Charge back or request for new invoices on any inconsistencies will be identified and forwarded to finance.
 - b. The Logistics Analyst would also audit freight entering the Winnipeg facilities to inspect inbound freight for vendor compliance as it relates to accuracy of transportation documents, such as the bill of lading, freight labeling and condition of packaging. On a monthly basis travel to Rankin Inlet, Thompson and the Winnipeg base to review operational effectiveness. On a quarterly basis to visit the Iqaluit base. In addition, at minimum a monthly review of product and process of packing at the Winnipeg FCL warehouse.

B. Claims:

- a. Weekly and monthly summary reports listing total claims filed, percentage of claims honored and denied by either the freight carrier, vendor, or distribution center.
- b. Work collectively with Finance Department to ensure claim credit is passed on to the appropriate Co-op and Claim master spread sheet is updated to reflect this information. In addition to participate and provide information to the claim adjudication process
- c. Identify trends for possible fraudulent claims through the analysis of Co-op daily sales and tobacco count reports.

C. Contracts - Service Level Agreement (SLA) Report:

- a. Create a weekly report that lists total tonnage at all air carrier bases by commodity with specific focus on total weight of goods that are within and outside of contracted SLA.
- b. Freight that does not meet the SLA, provide direction to the Finance Department who will create an invoice charged to a transport carrier(s) based on weight and discounted contracted freight rate. Work collectively with the Finance Department to ensure the affected Co-op receives credit for any and all freight that does not meet the SLA guidelines.
- c. The Logistic Analyst would employ operational network knowledge in the report that would detail carrier specific information and challenges faced by the carrier in the delivery of freight that would include weather and mechanical cancellation reports.
- d. Provide weekly reporting by location of weight for primary and secondary deliveries and report based on Request for Proposals (RFP) and contracts.

D. Finance:

- a. Work with the Finance Department to develop processes to pull relevant freight payable information and compile the information in a readily accessible central depository.
- b. Information will be used when RFPs are issued or a change in carriers is needed due to proposed rate increases or sub standard service.

3.) Cost Landing Analysis

- Develop cost landing models for various shipping modes that include marine, air and road.
- Capture all freight related costs, review margins and develop an accurate per pound rate for Member Co-ops.

Qualifications

- A minimum of 5 years experience in transportation, distribution or other related industry
- Bachelor's degree in business, logistics, management information systems or a related field
- Strong PC Windows skills, with emphasis on Excel including spreadsheets, pivot tables with the ability to manipulate data, construct graphical reports, flowcharts and statistics etc
- Exceptional communication, negotiation, organizational and time management skills
- Critical thinker that applies logic and reasoning to identify the opportunities and risks
- Analytical skills and the ability to reach conclusions through research and analysis
- Ability to work collaboratively with internal and external stakeholders
- Comprehensive knowledge of best practices within the Transportation Industry
- Ability to travel on monthly basis (Northern Manitoba and/or Nunavut)

We'd love for you to join us!

Applications accepted via email to [Human Resources](#) or by fax 204-632-8575

For more information you can visit [our website](#)

or find us on social media (click on icon)

