## The Logistics Contracts Executive/Logistics Operations Executive/Logistics Operations Specialist

The Logistics Contracts Executive/Logistics Operations Executive/Logistics Operations Specialist is responsible for planning and executing logistics programmes, including designing supply chains and facilities, executing warehouse and transportation operations, processing orders and managing inventory on behalf of customers.

Analytical and logical, he/she is required to analyse customer needs and execute logistics programmes. He is also expected to deal with external customers frequently.

### Critical Work Functions and Key Tasks

#### Critical Work Functions

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<tr>
<th>Critical Work Functions</th>
<th>Key Tasks</th>
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<tbody>
<tr>
<td>Perform Data Analytics Tasks</td>
<td>Analyse data and research outputs to offer explanations for data findings</td>
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<tr>
<td>Perform Logistics Solutioning Tasks</td>
<td>Coordinate logistics services, operational schedules</td>
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<tr>
<td>Perform Programme Management Tasks</td>
<td>Develop integrated project plans that include scope and resources required</td>
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<tr>
<td>Perform Customer Service Tasks</td>
<td>Review different aspects of project management based on priorities and needs</td>
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<tr>
<td>Perform Business Administration Tasks</td>
<td>Deliver logistics services that meet customer requirements</td>
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### Technical Skills and Competencies

#### Autonomous Logistics Design and Application
- Level 3: Problem Solving
- Level 4: Data and Statistical Analytics
- Level 3: Process Improvement and Optimisation
- Level 4: Risk Management and Administration
- Level 4: Supply Chain Solutioning/Modelling/Planning/Strategising

#### Cloud Computing Application
- Level 3: Resource Management

#### Contract/Vendor Management
- Level 3: Service Orientation

#### Customer Management
- Level 3: Transdisciplinary Thinking

#### Data and Statistical Analytics
- Level 4: Virtual Collaboration

#### E-Logistics IT Solutioning
- Level 4: Critical Work Functions

#### Integrated System Design and Application
- Level 3: Logistics Operations Research and Planning

#### Logistics Solution Design Thinking
- Level 4: Logistics Solution Product/Project Management

#### Market Research
- Level 3: Material Flow Modelling

#### Risk Management and Administration
- Level 1: Material Management (Planning, Sourcing, Use, Disposal)
- Level 4: Process Improvement and Optimisation

### Programme Listing

For a list of Training Programmes available for the Logistics sector, please visit: [www.skillsfuture.sg/skills-framework/logistics](http://www.skillsfuture.sg/skills-framework/logistics)