



Logistics Analyst

Location: Elmhurst, IL

This is your chance to be part of an exciting and growing team that drives this dynamic company to greater success. TranzAct Technologies, Inc. is an established, privately held company, headquartered in Elmhurst, Illinois. This position is located in our Tallmadge OH office. We pride ourselves on being an integrated logistics resource company focused on bringing savings to client's bottom lines. Currently we have an opportunity for an enthusiastic, self-starter to fill an Analyst position within our Logistics group.

Key Responsibilities:

- Analyzes data to develop metrics to measure performance, growth and expense control.
- Prepares reports and presentations to support clients meetings and negotiations with vendors.
- Runs analysis to provide impact summaries for rate adjustments.
- Monitors initiatives against benchmark metrics to pro-actively highlight areas of opportunity and improvement.
- Plays a role in the execution of the Request for Proposal (RFP) process from data collection through contract execution.
- Prepares financial/statistical reports
- Continuously looks for opportunities to improve efficiencies within the Department.
- Addresses logistics related inquiries and develops remedial action plans.
- Completes ad hoc assignments as needed.
- In fulfilling the responsibilities of this position, the analyst will have interactions with various levels of the client/carrier personnel as well as within the TranzAct organization. Some travel (5-10%) to clients/carriers may be required.

Logistics Analyst Qualifications:

- College degree required.
- Minimum 3 years work experience required.
- Must have strong analytical skills and detail oriented.
- Ability to read, analyze and interpret data, standard contracts and financial reports.
- Proficient with Microsoft Excel, use of macros, pivot tables, formatting and VLook-up.
- Experience preferred with Microsoft Access and PowerPoint.
- Excellent mathematical skills.
- Understanding of the transportation industry.
- Strong communication skills, both written and oral. Ability to interact with clients, vendors and Sales Representatives.
- A self-starter, team player able to organize, prioritize, and multi-task.

We Offer:

- A great working environment
- Competitive salary
- Excellent benefits package including:
- Medical, Dental and Vision
- 401k plan and Life Insurance
- Vacation, Sick and Personal days

Job Type: Full-time

Experience:

Logistics: 1 year (Preferred)