

LOGISTICS ANALYST (SEASONAL)

Position Summary

The Logistics Analyst position is responsible for handling receptionist duties and assisting with Inventory Management throughout the summer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary responsibilities of the Logistics Analyst include but are not limited to:

- Professionally handle email and phone communication
- Prepare detailed itineraries and manifests for our Operations team.
- Communicate hotel and activity block changes to applicable vendors and staff.
- Ensure timely reporting and communication to the proper staff as needed
- Performs other duties as required

MINIMUM QUALIFICATIONS

Logistic Analysts must meet the following criteria in order to be considered as an applicant:

- Detail oriented with strong organizational skills
- Be at least 18 years of age
- Be a U.S. Citizen or able to provide verification of authorization to work in the U.S.
- Possess knowledge of personal computers within a Windows environment, e.g., Outlook, Notes email, Word, Excel. A strong Excel background is preferred
- Have excellent guest service skills with the ability to communicate effectively
- Have excellent interpersonal skills to communicate with all levels of management, employees, and clients

WAGES

This position pays \$12-\$15 based on experience.

Please apply by visiting our website: <http://www.PremierAlaskaJobs.com>

