



enesco.

## LOGISTICS ANALYST JOB DESCRIPTION

Job Title: Logistics Analyst  
Department: Distribution  
Reports to: Director of Worldwide Logistics  
Revision Date: April 2009

Definition of Enesco's business:

Enesco, LLC, is a global leader in the giftware and home and garden décor industries. Serving more than 44,000 customers worldwide, Enesco distributes products to a wide variety of specialty card and gift retailers, home décor boutiques, mass-market chains and direct mail retailers. With subsidiaries in the United Kingdom, France, Canada and Hong Kong, Enesco serves markets operating in Europe, the Americas, Australia and Asia. The company's product lines include some of the world's most recognized brands including Heartwood Creek® by Jim Shore, Foundations®, Our Name is Mud®, Gund®, Boyds®, Country Artists®, Walt Disney Classics Collection®, Disney Traditions™, Border Fine Arts™, Cherished Teddies®, Bilston & Battersea Enamels®, and Lilliput Lane®, among others. Further information is available on the company's Web site at [www.enesco.com](http://www.enesco.com).

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Position Summary:

Responsible for overall logistics operations analysis and evaluation of traffic information.

Essential Functions/Major Responsibilities:

- Will identify logistics areas for process improvement and cost savings to ensure expectations are met.
- Collaborate with associates to improve efficiency, productivity and processes.
- Responsible for maintaining, tracking and analyzing all inbound shipments, including working with carriers and the 3PL provider.
- Responsible for preparing statistical data for contract negotiations and participating in negotiations.
- Responsible for logistics budget center; maintaining cost analysis reports.
- Lead the analysis and provide statistical information on the tracking of product shipments, returns, and inventory.
- Evaluate existing capabilities and establish new systems and processes for the tracking, measurement, reporting, and analysis of all traffic.
- Coordinating Inbound / outbound traffic; ocean, sea, air and domestic. Maximizing the cost effectiveness of this function.
- Providing reports to management; inventory, distribution, freight
- Shipping responsibilities via the different subsidiaries. Other special projects as assigned.

#### Experience, Competencies, and Education:

Related Bachelor's degree. Approximately 5 years of related experience in quality assurance, traffic and order fulfillment essential. Prior experience in ocean and domestic freight are essential along with understanding 3PL providers. International experience preferred. Must be well organized person, capable of handling a variety of issues and assignments. Position requires strong analytical, interpersonal and project management skills. Must be able to work under pressure and meet deadlines. Some travel required.

#### Physical Demands & Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Light physical effort equal to frequent lifting or moving of lightweight materials.
- Regularly required to sit or stand, bend and reach.

Qualified candidates may apply via email to [resume@enesco.com](mailto:resume@enesco.com).