



## **LOGISTICS OFFICER. JAKARTA, INDONESIA**



### **NOW HIRING**

### **OVERVIEW**

Join our dynamic team at **BBN Airlines Indonesia**. We're seeking a talented and motivated individual to be part of our aviation environment, specifically in ACMI business. Grow your career with us - apply now!

### **JOB DESCRIPTION**

1. Implement and enforce operational policies and Standard Operating Procedures (SOPs).
2. Maintain accurate and up-to-date documentation of inventory, transactions, and supplier records.
3. Generate statistical reports and conduct data analysis on daily logistics and inventory operations.
4. Perform sourcing and bidding processes for logistics-related supplies and services.
5. Create and monitor Purchase Orders, Service Orders, and Repair Orders in all relevant systems.
6. Analyze historical data and industry trends to support strategic decision-making.
7. Conduct regular audits and cycle counts to ensure inventory accuracy and resolve discrepancies.
8. Perform other tasks as assigned by the supervisor.

### **JOB REQUIREMENTS**

9. Area of Education : Diploma in Supply Chain Management, Logistics, or a related field
  10. Experience : Min. 2 years' experience in field of aviation is mandatory (MRO or airlines)
  11. Language Proficiency : Proficient in English (both verbal and written) with strong communication skills
  12. Certification : -
  13. Skills:
    - Proficiency in MS365 (especially having high capability in excel formula), Power BI, and other commonly used software applications.
    - Strong data analysis and planning skills to interpret and present operational data.
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