



**STS CARGO PTY LTD**  
ABN: 88 650 103 709  
42, BOOREA STREET,  
LIDCOMBE NSW 2141,  
AUSTRALIA

## Position Description

<b>Position:</b>	ICT Business Analyst
<b>Location:</b>	391 Park Road, Regents Park, NSW 2143
<b>Job Type:</b>	Full Time (38 Hours per week)
<b>Base Salary:</b>	\$75,000 per annum (+11% Super)
<b>Probation Period:</b>	Three months

### Summary of the Role:

Reporting to our Multi-Department Manager, the ICT Business Analyst is responsible for supporting the day-to-day operations of our transport network and warehousing systems by preparing reporting across transport operations and programs.

This includes liaising with subcontractors and suppliers involved in the following processes: sales and marketing, import/export customs clearance management, inventory management, inbound/outbound warehouse operation, transportation and equipment management. The role is also involved in the constant monitoring of customer service, information system management, finance and HR administration and continuous improvement processes to support strategic plans and provide business insights.

### Key Role Responsibilities:

- analysing STS Cargo Logistics network with particular attention to utilisation, capacity and understanding of new network changes.
- collecting requirements, conducting UAT (User Acceptance Test) on proposed system upgrades, user training preparation, support to end-users during transitions to new systems, and ensuring the implementation and execution of process systems to meet the user requirement and maximize the usage capability.
- engaging with logistics partners and/or staff to drive positive customer and business outcomes related to transportation service, inventory management and warehousing.
- qualitative analysis across relevant internal committees including project management on system updates, import/export sales and forecasting, custom clearance progress, materiel procurement, customer services and finance.
- develop and maintain management dashboards to allow review of freight vendor performance and cost/freight analysis by transport mode, and customs clearance progress.

- importing of data from customers and related stakeholders into the management system
- user administration manages the user database to reflect the current customers' security policy.
- error monitoring, tailor solutions to support the users of the WMS (Warehouse Management System) / TMP (Transportation Management Planning) /MRP (Material Resource Planning) / ERP (Enterprise Resource Planning) system in a timely manner.
- completing end-of-day/month and ad hoc reporting to understand any variation in performance.
- work closely with cross-functional teams including sales and marketing, finance and administration and Information Technology.

**Skills and Knowledge required:**

- A bachelor's degree in business information systems, engineering, statistics, or data science is required.
- Minimum of 2 years' experience in modern logistic warehouse processes and familiarity with WMS/TMP/MRP/ERP systems.
- Experience with handling data, loading data from different sources into databases.
- Running queries against MySQL database.
- Advanced Excel skills and hands-on experience with using business analytics tools.
- Highly proficient computer skills in Microsoft Excel, Access, Word, and PowerPoint.
- Desired experience in SQL, Python, Microsoft project and Tableau.
- Exceptional written and verbal communication skills in both English and Chinese to be capable of establishing relations with multi-national stakeholders.
- High level attention to details to ensure required contents are delivered in an effective way.
- Ability to work efficiently in a complex and dynamic cross-culture environment.
- Ability to work independently, manage multiple priorities and deadlines pressure.