LOGISTICS DATA MANAGEMENT COORDINATOR / LOGISTICS DATA ENTRY COORDINATOR

Level of Impact	Medium Impact

Job Expectations within the next 3 years

Critical Work Functions	Today	Within 3 Years
Perform Data Management Tasks	• Perform analysis and research • Provide operational support in data management initiatives across the organisation	• Leverage **RPA** to perform data entry. Conduct base-level analysis and research • Provide inputs on the integration of data across logistics operations and support data management initiatives
Perform Technology Application and Integration Tasks	• Gather information from reputable sources and partners on the latest technology trends • Work with team members to support technology projects • Apply the latest technology to support team operations improvement activities	• Consolidate insights from reports on technology trends that can streamline logistics operations • Develop preliminary recommendations on the application of technologies to improve work processes • Support the implementation of technology projects and advocate the use of technologies to improve work processes
Perform Business Administration Tasks	• Communicate requirements and activities to stakeholders and work to ensure alignment of interests within the business • Apply and follow operational policies, standards and procedures • Perform basic risk assessment	• **[AUGMENTED]** Apply **digital checklists** and technologies like **AI** and **RPA** to monitor and send out alerts, ensuring processes are compliant with the organisation's policies and procedures • Perform basic gap and risk assessment

Job Adjacency

WITHIN WHOLESALE TRADE			OUTSIDE WHOLESALE TRADE		
Data Coordinator	Network Operations Coordinator	Project Coordinator (Supply Chain IT)	Customer Service Coordinator	Data Coordinator	Research Coordinator

SKILL DIFFERENTIATORS

Roles Specific

SKILL	DESCRIPTIONS
Agile Logistics	Integrate changing customer needs into the design of logistics processes.
Machine to Machine (M2M) Technology Application	Understand the applications and operations of intelligent robotics, sensors and wearable technology in work processes.
Predictive Maintenance Planning	Interpret preventive maintenance workflows, procedures and practices to coordinate the execution of maintenance tasks safely and reliably.

IN THE NEXT 3-5 YEARS...

As tasks like data gathering and data entry become automated due to the adoption of technologies like AI and RPA, the role will focus on conducting data checks to ensure that data is reliable and consistent. The role will also be expected to identify ways of improving data capture and integration across multiple systems. Moreover, the role will also be expected to stay updated on technology trends that can improve logistics operations. As more tasks within the role become substituted due to technology, the role could become redundant, be outsourced to a cheaper location or be merged with another role within the organisation.

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