

Supply Chain / Logistics Manager

OPERATIONS · O*NET 13-1081.00 · LOGISTICIANS

KEEP THE SUPPLY CHAIN MOVING WITH FASTER REPORTING AND FEWER SURPRISES.

1 YOUR ROLE TODAY

Logisticians and supply-chain managers keep goods and information flowing. The supplier relationships and the calls under pressure stay human. The reporting, analysis and routine correspondence are where AI clears the way.

WHAT THE JOB INVOLVES

- Plan and coordinate the flow of goods and materials.
- Manage suppliers, stock and distribution.
- Analyse logistics data to cut cost and delay.
- Resolve supply problems and bottlenecks.
- Negotiate with suppliers and carriers.
- Report on performance and forecasts.

SKILLS THAT MATTER MOST

- Coordination
- Critical thinking
- Complex problem solving
- Monitoring
- Negotiation
- Active listening

O*NET job zone: Job Zone 4 — considerable preparation.

2 THE FOUR COPILOT TOOLS

| | |
|-----------------------|---|
| COPILOT CHAT | Free, secure chat. Works from the open web and anything you paste or upload. No access to your internal files unless you give it. |
| M365 COPILOT | Sits inside Word, Excel, PowerPoint, Outlook and Teams. Works on your own emails, files and meetings (only what you already have permission to see). |
| COPILOT COWORK | You hand over a longer job and it works through the steps, showing progress so you can steer. Good for multi-stage work that used to eat an afternoon. |
| COPILOT AGENTS | A custom helper you (or IT) set up once to handle a specific, repeatable job — answering a common question, triaging a queue, drafting from a template. |

3 AI OPPORTUNITY MAP

Where the four tools fit the real work — with a practical example for each.

| TASK | BEST TOOL | PRACTICAL EXAMPLE |
|---|-----------------------|---|
| Summarise weekly logistics performance | M365 COPILOT | Ask Copilot in Excel to summarise delays, costs and stock levels and flag the outliers. |
| Draft supplier correspondence | M365 COPILOT | Draft the chase or change-request email from your notes, then check the detail. |
| Investigate a recurring delay | M365 COPILOT | Use Copilot in Excel to find the pattern behind late deliveries. |
| Prep for a supplier negotiation | COPILOT CHAT | Brief yourself on the supplier and the market before the call. |
| Pull a forecast and risk pack together | COPILOT COWORK | Delegate the routine assembly of demand, stock and risk into one pack. |
| Answer routine 'where's my order' queries | COPILOT AGENTS | An agent that gives status from your system and escalates the exceptions. |

4 SKILLS TO BUILD

The AI-literacy habits this role needs.

- Checking figures before they drive a stock or supplier decision.
- Writing prompts that include the route, period and constraint.
- Spotting where a clean-looking number hides a real problem.
- Keeping commercial data on approved tools.

5 GETTING STARTED — 3 QUICK WINS THIS WEEK

- ✓ Summarise this week's logistics numbers in Copilot for Excel.
- ✓ Draft your next round of supplier chases, then check each.
- ✓ Brief yourself in Chat before your next supplier call.

6 GETTING AHEAD — YOUR 90-DAY PLAN

| | |
|-------------------------------------|---|
| Days 1–30 · Get started | Use Copilot in Excel for weekly reporting and analysis. Draft routine supplier mail in Outlook. |
| Days 31–60 · Build the habit | Delegate forecast/risk packs to Cowork. Build a standard performance summary. |
| Days 61–90 · Get ahead | Set up an order-status agent for routine queries. Track time saved on reporting and chasing. |

7 WHERE TO LEARN NEXT

Four short intro courses, in order. Start at the top.

- 01** Start with Copilot Chat
The no-risk way in. Ask, draft, summarise, compare. One hour.

02 Work inside M365 Copilot
Use it in the apps you already live in: Outlook, Word, Excel, Teams.

03 Delegate with Copilot Cowork
Hand over the multi-step jobs. Learn to brief, check and steer.

04 Build a Copilot Agent
Turn your most repeated task into a helper that runs itself.

Sources — Occupation overview: O*NET 30.2, occupation 13-1081.00 (onetonline.org/link/summary/13-1081.00) and the ESCO occupational profile (esco.ec.europa.eu). Copilot tool descriptions: Microsoft 365 Copilot and Copilot Cowork product documentation, Microsoft, May 2026. AI mapping and pathways: Craig Stanley Studio. Verify figures and policy against your own systems before acting.

