



## **Fuel Distribution Analyst**

Successful candidate must be customer service focused. Must be able to work independently and possess a professional attitude. Must be excited to learn and grow with the company. Attention to detail is a must. The position duties include: dispatch fuel to customer stations; schedule common carrier drivers for deliveries throughout California and Nevada. Responsible to monitor inventory managed sites; take fuel delivery orders from customers, and company marketers; reconcile freight invoices; confirm delivery of fuel to customers; review fuel rack prices; receive on-call phone calls regarding deliveries, retain issues, etc., other duties as assigned.

### **Job Requirements:**

To perform the job successfully, an individual should demonstrate the following competencies: exceptional interpersonal skills; individual must be a self-starter and possess the ability to work independently with minimal supervision; ability to handle and resolve internal and external conflicts; organized; demonstrates attention to detail; ability to develop and maintain a positive working relationship with employees, customer base, fuel suppliers and common carriers; intermediate computer skills required including the Microsoft package. The successful candidate must thrive in a fast paced multitask environment that requires quick problem solving and research skills. Above average math aptitude is a must.

### **Education Requirements:**

Bachelor's degree in business administration or an equivalent combination of work experience and education.

This company is looking for someone with a flexible schedule. They have day shift, and night shift available. The day shift will consist of 6 am-3:30 pm, but you have to be open to 11 am-8 pm, and you have to be open to weekends. The night shift is the 3pm to midnight Monday through Friday. This position also requires some on call time from midnight when they leave the office to 5 am when they open back up.

### **Melissa Stewart, Staffing Consultant**

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