



Ethanol Products, LLC
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JOB DESCRIPTION – Logistics Intern

POET Ethanol Products is a global leader in the energy and agricultural space, driven by responsible value creation in our industries, communities, and planet. Our roots developed as a supplier of fuel ethanol, and have grown into a multi-commodity and transportation based company providing solutions in grains, fuels, and carbon dioxide markets. As the largest supplier of ethanol in the world, we believe in both the value and benefits of driving a renewable solution to global energy needs, and focus on creating a better path forward in all our related industries.

Role Responsibilities

Headquartered in Wichita, KS, POET Ethanol Products is looking for a **Logistics Intern** for the summer of 2018 and has the possibility of full time employment. The hours are 8 a.m. to 5 p.m. Monday through Friday and overtime may be required. This is an hourly role reporting to the Rail Operations Manager.

- Communication with our customers, production facilities, and field personnel for CO2
- Bill of Lading processing and data entry for CO2
- Data analysis
- Industry Research/Presentation
- Process improvement/automation

This is not an all-inclusive list of responsibilities and may change as business needs dictate.

Role Requirements

This role involves a high degree of variation in priorities throughout the day, and the person we are looking for should possess the following characteristics:

- Bachelor's degree or working towards completion of a Bachelor's Degree from an accredited university with a current GPA of 3.00/4.00.
- 0-2 years experience in a business setting.
- Experience working with 2010 Microsoft Office products.
- Personable with strong communication skills and customer service oriented.
- Independent worker with the ability to work in a team environment.
- High attention to detail with a bent towards data analysis.
- Proven track record of exhibiting good problem solving skills and being a dependable, self-motivated employee.
- Can do attitude!

In addition to the requirements above, the following skills will be preferred in selecting the right candidate:

- Experience in the petroleum or ethanol industry.
- Experience in scheduling or dispatching in the energy or transportation industries.
- Experience in a corporate business setting.

Work Environment

POET Ethanol Products provides a relaxed, but professional, non-smoking work environment and a very competitive benefits package. We are proud to be an Equal Opportunity Employer.

Interested applicants should submit their resume and cover letter explaining why they seem to be well-suited for the opening. Please email to opportunity_internship@poetep.com

This job description lists the essential functions and basic duties of the position being filled. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.