



Ethanol Products, LLC
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JOB DESCRIPTION - Dispatcher

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.

POET Ethanol Products is looking for a Dispatcher to join our Logistics team in the Carbon Dioxide and Fuel Transportation business segments. The role is full-time status and will report to the CO2 Dispatch Manager.

Role Responsibilities

- Communication with our schedulers, drivers and customers
- Setting up and dispatching shipments with company drivers
- Supervision of drivers and Managing the utilization of equipment
- Data entry and Reporting

This position provides a fast-paced role that will also require some travel and responsibilities outside of normal business hours.

Role Requirements

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

- Bachelor's degree from an accredited university or relevant experience.
- Regional truck or freight dispatch experience.
- Experience working with Microsoft Office products.
- Ability to work in a team environment with limited oversight.
- High attention to detail.
- Strong communication and relational skills.
- Proven track record of exhibiting good problem solving skills and being a dependable, self-motivated employee.

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

- Experience in the petroleum, CO2 or ethanol industry.
- Experience dispatching bulk hazardous materials.
- Experience in a corporate business setting.

The primary activities of this role have matters of significance relating to the business operations of POET Ethanol Products and its customers, which require the exercise of discretion and independent judgment.

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 and salary expectations. Please email to opportunityexp@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.