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## ABOUT POET ETHANOL PRODUCTS

POET Ethanol Products is a global leader in the energy and agricultural space. We started as a supplier of fuel ethanol, and have grown into a multi-commodity marketing and transportation company providing solutions in fuels, grains, and carbon dioxide markets. We are part of a network of engineering, management, marketing, and manufacturing companies that are dedicated to being good stewards of the Earth by converting renewable resources to energy and other valuable goods as effectively as humanly possible. As the largest supplier of ethanol in the world, we believe in the value and benefits of driving a renewable solution to global energy needs, and focus on creating a more sustainable path forward in all our related industries.

## JOB SUMMARY

As a **Dispatcher** in the Carbon Dioxide and Fuel Transportation business segments you are responsible for providing day to day direction to POET drivers and the equipment they use in a manner that optimizes their resources and maximizes daily profitability. It is important to develop strong relationships with POET marketing, accounting, fleet management, logistics, and with the drivers by setting clear expectations and providing consistent and frequent communication. Understanding the total business system, how your activities impact it, and striving daily to identify and implement system improvements is vital. Sounds intimidating? Don't worry. If you are a dedicated and hard worker, street smart, a problem solver, detail oriented, a good team player, and an effective communicator we can provide you all the necessary training and tools to be successful.

## THIS JOB MAY BE FOR YOU IF....

- You are passionate about your work! You work smart, work hard, and hustle 24/7. You don't mind responsibilities outside of normal business hours or occasional travel.
- You have an Associate's or Bachelor's degree or equivalent work experience such as regional truck or freight dispatch experience or dispatching bulk hazardous materials.
- You have previous petroleum, carbon dioxide, or ethanol industry experience.
- You communicate effectively. You write well and speak articulately. You are comfortable communicating in writing and over the phone.
- You pay attention to the details but also see the "big picture." For you, anything worth doing is worth doing right, every time.
- You have the ability and desire to work in a team environment with limited oversight in a corporate setting.
- You have a proven track record of exhibiting good problem solving skills and being a dependable, self-motivated employee.
- You like helping people. You're patient and level-headed. You really enjoy exceeding someone else's expectations.
- You are a learner, not afraid of taking on new things and stretching yourself. You are not afraid to ask questions, as you're always looking to improve and help others.
- You know the basics of Microsoft's Office Suite and are capable of learning new programs.

### **A TYPICAL DAY (if there is one)**

- Keep in mind the safety of POET Ethanol Products employees, customers, and the general public is the number one priority.
- Comply with Federal, State and Local regulations including, but not limited to hazardous material transportation and hours of service limitations.
- Provide day to day direction to POET drivers and the equipment they use in a manner that optimizes their resources and maximizes daily profitability.
- Forecast and communicate staffing and equipment needs on a timely basis.
- Maintain, update, and ensure accuracy of all dispatching documents.
- Confirm data entry systems are up to date and accurate.
- Ensure Human Resources has all required information to process trip sheets and settlements accurately and on time.
- Ensure Accounting has all required information to process invoices accurately and on time.
- Understand upcoming and unplanned maintenance requirements and coordinate appropriate scheduling windows.
- Communicate upcoming and unplanned driver time off for maintenance scheduling needs.
- Communicate driving incidents promptly (accidents, breakdowns, etc.) to both Fleet Manager and Safety/Human Resources department.
- Assist with driving personnel interviews.
- Assist with development of Standard Operating Procedures.
- Communicate constructive feedback to and from field to Fleet Managers and Wichita personnel.

### **WORK ENVIRONMENT**

- Culture is king at POET. We are all on the same team. We always communicate. We park our egos at the door. These aren't just slogans on our walls. It's part of who we are.
- We have an open work environment, with no offices. We are all in this together and we work close together.
- We work hard. We play hard. We have frequent team events, from bowling to BBQ's to charity activities.
- We also expect that everyone will maintain a healthy work-life balance. It's the best way to optimize health, happiness and productivity over the long term.
- There is not a lot of physical labor, most of your time in the office will be at a desk. Your longest walk will typically be to a meeting or to the break room to help yourself to one of the gourmet coffee\expresso selections or a piece of fresh fruit.

### **How to Apply**

Interested applicants are to complete the online application and submit a resume and cover letter explaining why they seem to be well-suited for the opening.

If you want to learn more about us, please visit us at [www.poetep.com](http://www.poetep.com)