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## **Flight Department Scheduler/ Assistant POET Ethanol Products Wichita, KS**

### **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 our **Flight Department Scheduler**, you will be responsible for the safe and efficient transportation of our team members and customers. If you are a problem solver and a good team player looking for an opportunity with a thriving company in an exciting and forward thinking industry, we can provide you all the necessary training and tools to be successful in your new role.

### **WHAT YOU WILL DO IN YOUR ROLE....**

- Be the central point of contact for scheduling flights, ground transportation, and creating accurate and detailed itineraries.
- Creatively resolve travel constraints and logistical issues in a prompt and efficient manner
- Effectively communicate the schedule and logistics to management and flight crew
- Flight follow aircraft and provide support service to crew and passengers (occasional weekends and evenings)
- Maintain spreadsheets and databases for accountability and analysis
- Process invoices and maintain accounts with accuracy and efficiency
- Step in when needed to support other teams within the company for short periods of time
- Remain current and up to date on resources available and training opportunities to maintain an effective scheduling operation
- Help the Director of Aviation safely administer the flight department and team within FAA and company policies.

## QUALIFICATIONS

- Bachelor's degree from an accredited university preferred
- Knowledge of aircraft dispatch principles and aircraft planning including knowledge of FAA regulations, airport information, resources available for trip planning, and aircraft and trip support.
- Prior flight department or travel agency experience preferred
- Availability outside of regular office hours - during evenings, weekends and holidays
- Experience working with Microsoft Office products (Outlook, Excel, Word etc.)
- The ability to plan and prioritize with little oversight.
- Maintain confidentiality and have a high attention to detail.
- Excellent communication and customer service skills.
- A proven track record of exhibiting good problem solving skills and being a dependable, ethical and self-motivated employee.

## 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.

Interested candidates should apply at <http://poetep.com/careers/> and resumes with a cover letter should be in either a *pdf format or MS Word with a .docx extension*. We are proud to be an Equal Opportunity Employer.