



Ethanol Products, LLC
3939 N. Webb Rd.
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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

When we show up to work at POET Ethanol Products, it's our job to meet our customer's needs as efficiently as possible.

As a **Logistics Intern**, you will support POET Ethanol Products schedulers, dispatch groups, and work with carbon dioxide customers and production facilities. One of the highlights of previous internships has been the industry research project which explores potential opportunities for company efficiency and/or growth. Sound intimidating? Don't worry. If you are a problem solver, detail oriented, a good team player, effective communicator and are looking for an opportunity with a strong, growing company in an exciting industry, we can provide you all the necessary training and tools to be successful.

THIS JOB MAY BE FOR YOU IF....

- You enjoy receiving a paycheck and are available to work around 15 to 20 hours during the Fall 2021 semester.
- You have, or are working towards, a Bachelor's degree from an accredited university and your GPA is reflective of the quality of work you typically do.
- You have zero or up to two years' experience in a business setting.
- You know the basics of Microsoft's Office Suite, but are proficient in MS Excel, and capable of learning new programs.
- You communicate effectively. You write well and speak articulately. You are comfortable communicating in writing and over the phone.
- You are self-motivated and 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 pay attention to the details but also see the "big picture." For you, anything worth doing is worth doing right, every time.
- You are self-aware and when faced with uncertainty you exhibit poise, agility, and open-mindedness to minimize the stress of the situation.



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A TYPICAL DAY (if there is one)

- Create Shipping orders (SO)
- Enter Bills of Lading (BOL)
- Assist with forecasting customer demand for product
- Assist dispatch with data verification
- Assist accounting with data verification
- Enter delivery data in our database
- Since we are all about teamwork and getting the job done, your skills may be put to a lot of other uses!

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