



Ethanol Products, LLC
3939 N. Webb Rd.
Wichita, KS 67226
poetep.com

PHONE: 316.303.1380
FAX: 316.267.1071

Ethanol Scheduler - JOB DESCRIPTION

POET Ethanol Products is engaged in domestic and international market development, marketing, fuel sales & trading, risk management, transportation & distribution, and transaction processing of ethanol and related products. Headquartered in Wichita, KS, POET Ethanol Products' distribution system is one of the largest and most efficient in the industry, routinely transporting ethanol, carbon dioxide and denaturant more than 90 million miles each year. Our sophisticated computer models allow us to select the most efficient transportation method and route for every gallon or ton we ship. This translates into significant savings for our partners as well as our customers on a real-time basis. With industry specific marketing and logistics expertise, POET Ethanol Products addresses the most stringent customer requirements of quality, reliability, and customer service in supplying turn-key solutions that ensure our customers' plants are always in supply.

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. This role will focus on our ethanol scheduling and distribution business segments. The position is full-time status in the Logistics department and will report to the Ethanol Scheduling Manager.

Role Responsibilities

- Foster and maintain positive relationships with customers
- Build and manage vendor relationships with transportation providers
- Manage inventories at multiple load origin and destination facilities
- Analyze shipments and ensure product is being delivered in the most efficient manner.
- Input transaction details into information system tools

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.
- Scheduling experience.
- Experience working with Microsoft Office products.
- Ability to work in a team environment with little oversight.
- High attention to detail.
- Strong communication/customer service 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, or ethanol industry.
- Experience scheduling and/or dispatching bulk hazardous materials.
- 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, and salary expectations. Please email to opportunity_scheduler@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.