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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 Specialist**, you will have the chance to work directly with marketing, planning and plant operations teams as well as our hired trucking providers to ensure our customers loads are delivered timely, efficiently and without hassle. 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 possess a Bachelor's degree from an accredited university.
- You have scheduling experience in the ethanol, petroleum or other logistics field.
- You have experience working with Microsoft Office products.
- You are able to work in a team environment with little oversight.
- You exhibit a high attention to detail.
- You can demonstrate strong communication/customer service skills.
- You have a proven track record of exhibiting good problem solving skills and being a dependable, self-motivated employee.

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

- Building and maintaining positive relationships with customers
- Manage vendor relationships with transportation providers
- Forecast and 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

## **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)