



Ethanol Products, LLC
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Wichita, KS 67226
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JOB DESCRIPTION

Truck Terminal Manager – Macon, MO

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 Transportation business segment and be based in Macon, MO with coverage responsibility for MO, OK, KS and CO. The position is full-time status in the Logistics department and will report to the Fleet Manager.

Role Responsibilities

- Coordinate, administer and monitor the maintenance, repair, replacement and logistics of company vehicles in Southern Region (MO, OK, KS, CO).
- Ensure preventive maintenance programs are carried out per schedule and monitor post performance throughout assigned territory.
- Supervise mechanics and, if necessary, undertake the timely repair and servicing of damaged vehicles in order to minimize downtime.
- Manage the inventory of spare parts for vehicles, in coordination with fleet manager, in order to ensure an adequate supply and accurate accounting throughout assigned territory.
- Maintain, supervise and manage daily operations of terminal shop in order to provide timely servicing/repairing of vehicles.

This position provides a fast paced role that will also require 50% 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 or relevant experience.
- Supervisory and/or management experience.
- Ability to travel 50% of the time and for extended periods of time.
- Experience working with Microsoft Office products.
- Ability to work in a team environment with limited oversight.
- High attention to detail.
- Strong communication and relational 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, CO₂ or ethanol industry.
- Experience in fleet management or other transportation activities or industries.
- Experience with 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 EPTermManager@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.