

**Position:** Marketing Assistant  
**Reports to:** Light Products Marketing Manager

The Supply and Marketing department is seeking a Marketing Assistant. The successful candidate will become a member of a dynamic commercial team responsible for the management of all petroleum products. The environment is an open trading floor providing for a fast paced and exciting opportunity. This is an entry-level position. Knowledge of the petroleum industry, while beneficial, is not a pre-requisite.

**Qualifications:**

- Bachelor's degree with a mathematical background (i.e. Economics, Finance, Engineering)
- Strong Microsoft Office Suite skills with Advanced to Expert level Excel
- Excellent written and oral communication skills
- Demonstrated ability to find innovative solution to problems
- Exceptional organizational skills
- Creative and analytical thinker with an attention to detail
- Must be professional, proactive and work well both independently and with a team

**Major Duties and Responsibilities:**

Job duties for this position will include, but are not limited to, the following:

- Deliver exceptional customer service to internal and external customers
- Execute accurate and timely price notifications
- Generate daily inventory reports from database
- Provide support to Field Sales Personnel
- Contract Administration
- Participates in the planning of customer and industry events
- Participates in the evaluation of business opportunities, including the preparation of bid packages
- Support Scheduling and Mid-Office Commercial functions as needed
- Perform additional duties as required