

## **Asphalt/Lt. Products Shipping Coordinator**

The Shipping Department consists of a team of six Shipping Coordinators who work a monthly rotating shift schedule in a 24/7 office environment. The successful candidate must be able to work all shifts (days, swing, graveyard), weekends and holidays.

The Shipping Coordinators operate a TMS-3000 computer system. TMS (Terminal Management System) is a relational database that includes temperature, product and customer/driver information. The database is updated by the Shipping Coordinators as well as other data collected from completed transactions at the Light Products Rack and Weigh Scale. The TMS determines which drivers can load and which products are authorized for each transaction. At the end of each day, TMS automatically generates custom reports from the daily transactions.

### **Job Description/Responsibilities:**

- Receive asphalt and light products rack orders by phone, fax and email
- Enter asphalt and light product orders in TMS database
- Operate weigh scale manually or by TMS system to process asphalt orders and receive products for off loading into the refinery
- Monitor the Light Products Rack for efficient operations and ensure that safety regulations are observed
- Provide assistance to customer drivers with loading problems associated with the rack mechanics and TMS system
- Monitor and operate the TMS system to include updates to the driver, tank and carrier files
- Responsible for after hours operation of telephone switchboard
- Responsible for after hours security of main office building
- Monitor and gauge small dye and additive tank farm and refill the tanks from trucks
- Provide driver training and safety orientation
- Monitor drivers for proper safety practices, truck placarding and other environmental and safety regulations
- Monitor and Maintain Employee & Diesel Service Pumps. Pass Ecology Class C Operators Training Course
- Monitor Additive Tanks – Record Inventory and off load Chemical trucks.
- Graveyard Shift:
  - Obtain meter readings and tank gauges
  - Enter data into a computer system to generate reports
  - Distribute reports electronically and/or by hard copy

### **Requisite Skills & Qualifications:**

- Able and willing to work rotating shifts, weekends and holidays in a 24/7 office
- Able to work overtime on short notice
- Good communications skills and a positive attitude
- Self-motivated and able to work with little supervision
- Excellent reliability and dependability
- Strong computer skills (Excel and Word a must); knowledge of relational databases a plus
- Customer oriented
- Able to work under pressure in an often-fast paced environment
- Must be able to lift 50 lbs., climb ladders and work in inclement weather conditions