



## **Carter Oil Company Inc. / Carter-Cardlock Inc. / COC Transportation Inc.**

P.O. Box 2506  
Flagstaff, Az 86003  
Phone: 928-774-7600  
Fax: 928-774-0763  
Email: jobs@Carteroil.com

### **Petroleum Dispatcher / Warehouse Manager / Accounting**

#### Job Description

Carter Oil Company Inc. is seeking applications from qualified candidates for a Petroleum Dispatcher / Warehouse Manager / Accounting position. Qualified candidates will be available to work a 40+ hour work week which includes on-call and after-hours responsibilities. The position requires a motivated/career oriented individual with excellent computer skills, communication skills, management skills and the ability to work under pressure. Candidates will be required to communicate effectively with drivers, customers and all levels of management. Problem solving skills are a must. Duties will include but not limited to:

#### Primary Duties: (including but not limited to)

- Review fuel orders and dispatch drivers optimizing available equipment
- Keep work load schedules balanced and maintain contact with drivers
- Preparation and maintenance of evening dispatch for current and following days
- Coordinate with customers to ensure a timely and efficient delivery
- Monitor customer inventories and schedule loads accordingly
- Work with Transportation Administrator to schedule truck maintenance
- Maintain price tables and optimize buying opportunities while working with suppliers
- Review prior days paperwork for accuracy and prepare for billing
- Customer service
- Preparation of fuel tax reports
- Daily sales report using MAS90 accounting software (Transport load billing)
- Daily inventory reconciliation (balancing fuel inventories)
- Answering phones and coordinating sales
- Inside sales

#### Secondary Duties: (including but not limited to)

- Greet and take care of walk in customers
- Manage warehouse inventories
- Understand warehouse products

#### Required Qualifications

- High School Diploma / College Degree with either a Bachelor's degree or equivalent experience
- Outgoing personality with great people skills
- Excellent problem solving skills
- Strong computer skills (Microsoft Windows 7)
- Strong working knowledge of Microsoft Office (Primarily Excel)
- Ability to multitask and prioritize
- Interest in long-term career with great pay and benefits



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Preferred Qualifications

- Sales experience
- Transportation logistics
- Fuel industry / transportation experience
- Knowledge of Mas 90 – Sage 100 Back Office Software

Compensation

- Salary 40-50K DOE + Dispatch Pay (after hours responsibilities) approx.: 5460.00/yr

Company Description

Carter Oil Company Inc. is a family owned and operated business established in 1974. We offer a broad range of branding opportunities with Shell, Conoco, 76 and unbranded fuels. We own and operate our own fuel transports providing full loads, fleet fueling, and bobtail deliveries.

Carter Oil Company Inc. also offers a full line of lubricants in a variety of prepackaged sizes many of which are available in bulk.

Carter Oil Company Inc. is also a franchisee of the Pacific Pride Fleet Fueling Network with two Cardlocks in Flagstaff, AZ.

Our corporate office is located in the heart of beautiful Flagstaff, Arizona.