



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

Carter Oil Company office position

Carter Oil Company Inc. is seeking applications from qualified candidates for various office positions. Qualified candidates will be available to work a 40 hour work week. The positions require motivated/career oriented individuals with excellent computer skills, communication skills, and the ability to work under pressure. Candidates will be required to communicate effectively with customers and all levels of management. Problem solving skills are a must.

Positions available may include but are not limited to:

- Answer phones and coordinating sales
- Greet and take care of walk in customers
- Daily Entry using MAS100 accounting software
- 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
- Preparation of fuel tax reports
- Daily sales report using MAS100 accounting software (Transport load billing)
- Daily inventory reconciliation (balancing fuel inventories)
- Manage warehouse inventories
- Understand warehouse products

Required Qualifications

- High School Diploma
- 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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Compensation

- Salary 40-50K DOE and position hired for

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.