



<b>Job Title:</b>	Dispatcher
<b>Employer:</b>	SOL PETROLEUM BAHAMAS LTD.
<b>Location:</b>	CLIFTON TERMINAL, BAHAMAS
<b>Reports to:</b>	Transportation Supervisor
<b>Subordinates:</b>	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To receive delivery orders at the Clifton bulk terminal from CSC.</li> <li>• To dispatch and facilitate the delivery of oil products in a timely, efficient and safe manner.</li> <li>• To assist in the day-to-day transportation operations and secondary transportation requirements including maintenance.</li> </ul>
<b>Principle Accountabilities:</b>	<ul style="list-style-type: none"> <li>• To create the day-to-day delivery schedule for all RTW drivers.</li> <li>• Ensure integrity (quantity and quality) of product delivered by SOL PETROLEUM BAHAMAS LTD.</li> <li>• Assure the highest level of safety awareness and practices at all times.</li> <li>• Inputting of confirmed delivery orders to the Dantas automated Loading rack system at the Clifton Terminal as per the approved delivery schedule.</li> <li>• Assist in creating the confirmed Loading guide for barge deliveries and inputting of the volumes into Dantas.</li> <li>• Assist in communicating details of barge loading guide to vessel crew as necessary.</li> <li>• Assist in the collation and reporting of HSE reporting data as directed by Transportation Supervisor</li> <li>• Assist in filing of Driver Over time sheets as may be required by Transportation Supervisor.</li> <li>• Assist in training activities of the Transportation department.</li> <li>• Assist in analyzing and filing of Driver reports</li> </ul>
<b>Qualification Requirements:</b>	<ul style="list-style-type: none"> <li>• Associates degree in a technical subject. Relevant experience within a distribution operation would be a plus.</li> </ul>
<b>Other Competency Requirements:</b>	<ul style="list-style-type: none"> <li>• Must be computer literate with proficiency in MS Outlook, MS Word and Excel.</li> <li>• Able to self plan, motivate and deliver results.</li> <li>• Proven honesty and integrity.</li> <li>• Be willing to cooperate as part of a driven team for the overall success of local company</li> <li>• Ability to communicate effectively with both internal</li> </ul>

	<p>and external interfaces</p> <ul style="list-style-type: none"> <li>• The ability to motivate team members to achieve the goals of the department and local company.</li> <li>• Knowledge of oil products (product handling, road transport, etc.)</li> <li>• Sustaining own development and maintaining openness to new ideas and approaches.</li> <li>• Ability to support the goals and objectives of the local Health Safety &amp; Environment (HSE) initiatives.</li> </ul>
<p><b>Application Procedures</b></p>	<ul style="list-style-type: none"> <li>• Applications are to be submitted by completing the SOL Job Application Form available on the SOL website at <a href="http://solpetroleum.com">solpetroleum.com</a> and submitted via e-mail to <a href="mailto:careers@solpetroleum.com">careers@solpetroleum.com</a>. Applicants must complete all of the requested information to be considered. <b>Deadline for applications is October 30, 2017.</b> Certified copies of relevant certificates will be requested for those applications under consideration. Only suitable applications will be acknowledged.</li> </ul>