



## LOGISTICS ADMINISTRATOR

PAPCO Inc. seeks a highly responsible, energetic and well-skilled individual for the position of full-time Logistics Administrator. The position will provide support to the Operations department with a focus on fuel delivery dispatch.

### Essential Functions:

- Provides administrative support to the Director of Operations via special projects, calendar management, assisting with budget analysis and scheduled & ad hoc reporting.
- Organizes purchasing activities for the Operations department including contract management, vendor relations, sourcing, reporting and maintaining purchase order requisition system.
- Assists with Safety and Risk Management procedures by tracking certificates of insurance, participating on safety committee and creating and maintaining procedural documentation.
- Coordinates governmental compliance reporting.
- Performs daily pricing audits.
- Participates in Tankwagon and Transport Dispatch On-Call rotation and performs as backup when needed.

### Required Skills:

- Understanding of Petroleum and/or Transportation industry a plus
- Understanding of terminal logistics systems a plus
- Excellent analytical skills
- Good communication skills
- Must be proficient in Microsoft Office applications
- Excellent time management and organizational skills