




# Job Description

<b>Job Title:</b>	Road Transportation Coordinator (RTC)		
<b>Employer:</b>	Sol Caribbean Ltd. or any other Sol entity.		
<b>Location:</b>	To be determined		
<b>Available to:</b>	Yes	<b>Current Sol staff</b>	Yes <b>External Applicants</b>
<b>Reports to:</b>	Road Transportation Manager (RTM)		
<b>Subordinates:</b>	None		
<b>Purpose:</b>	As part of the HSE/OE corporate teams, the position provides hands on support for Road Transportation management strategies across Sol countries. This role is a direct support function for the Road Transportation Manager in the implementation of global and regional procurement, maintenance, and data mining/analysis/reporting.		
<b>Principal Accountabilities:</b>	<p>Supporting and coordinating the implementation of the management framework and field support as required for all fleet (over 200 Heavy Goods Vehicles and a diverse fleet of Light Goods Vehicles) in the Sol Group as per the following focus areas:</p> <ul style="list-style-type: none"> <li>• Policy <ul style="list-style-type: none"> <li>○ Ensures Sol's Road Transportation Goods and Equipment Guidelines policy is implemented across the Sol Group.</li> <li>○ Road Transport HSE Case – Provides support for the development and maintenance of market road transport cases.</li> <li>○ Liaison with Parkland Fleet management team to mine data and ensure alignment on general framework for fleet replacement strategy, maintenance guidelines, KPIs etc.</li> </ul> </li> <li>• Contracting/Procurement <ul style="list-style-type: none"> <li>○ Vendor relations – Primary communication for 3<sup>rd</sup> party vendors, original equipment manufacturers and tank body upfitters on approved asset procurement.</li> <li>○ CapEx management – data gathering from historical spend, market requirements, global pricing changes etc. to support annual CapEx budget development.</li> <li>○ Support the market implementation of Sol procurement requirements in alignment with Parkland Global procurement guidelines.</li> <li>○ Maintain template for third-party transport service provider contracts in support of the markets' contractual agreements.</li> </ul> </li> <li>• Maintenance <ul style="list-style-type: none"> <li>○ Coordination of external technical service inspections in conjunction with the markets.</li> <li>○ Support the analysis of OPEX spend for fleet across Sol Group for trend analysis and optimization of spend through synergies by collating historical spend data.</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>• Fleet Programs <ul style="list-style-type: none"> <li>○ Ownership and management of the Sol Group fleet database for acquisitions and disposals in liaison with the markets, Fixed Assets team and Finance.</li> <li>○ Subject matter expertise (SME) support for Geotab/FleetCam (or alternate) in-vehicle monitoring systems to the markets and Road Transport Manager.</li> <li>○ Reporting – Data gathering of all market data inputs for KPI assessment of overall fleet maintenance and utilization.</li> </ul> </li> <li>• HSE &amp; Training <ul style="list-style-type: none"> <li>○ Support the coordination of technical trainings for fleet management personnel in markets as developed by the Road Transportation Manager.</li> </ul> </li> </ul>
<p><b>BOLD Behaviours and Values</b></p>	<ul style="list-style-type: none"> <li>• Be an ambassador and supporter of our BOLD leadership behavior and values.</li> <li>• When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team.</li> </ul> <div style="text-align: center;">  </div>
<p><b>Qualification Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Technical diploma in logistics management and/or data analytics from a recognized institute within the Sol Group regions or equivalent</li> <li>• Minimum of 3-5 years of experience in logistics coordination or data analytics</li> <li>• Knowledge of the petroleum industry with specific interest in fleet would be an asset.</li> </ul>
<p><b>Other Competency Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively (written, verbal) and deliver professional presentations.</li> <li>• Ability to work in a core team, collaborate in cross functional project teams and work autonomously on projects and initiatives.</li> <li>• Growth mindset and strong analytical skills.</li> <li>• Strong “Commercial Intensity”.</li> <li>• Competence to make timely decisions, exhibit sound and accurate judgment.</li> <li>• Demonstrate confidence to implement and influence change.</li> <li>• Strong work ethic, high-level of enthusiasm and ability to excel in a flexible, fast paced environment.</li> <li>• Strong time management skills, efficiency and organization.</li> <li>• Demonstrable proficiency in MS Office suite: Word, Excel, Power Point, MS Project and HSE-specific tools such as root cause analysis.</li> </ul>

<b>Other Information:</b>	<ul style="list-style-type: none"> <li>• In addition to basic salary the successful applicant shall receive applicable job grade allowances and be eligible to participate in The Sol Group Pension Scheme and its non-contributory Group Health and Life Insurance Scheme.</li> <li>• Some travel within the region may be required</li> </ul>
<b>Application Procedures:</b>	<p>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> on or by <b>April 5, 2024</b>.</p> <p>Applicants must complete all the requested information to be considered. Certified copies of relevant certificates will be requested for those applications under consideration.</p> <p>Only suitable applications will be acknowledged.</p>