





<b>Job Title:</b>	<b>Dispatcher</b>
<b>Employer:</b>	SOL GUYANA INC.
<b>Location:</b>	Rome
<b>Reports to:</b>	<b>OPERATIONS MANAGER</b>
<b>Subordinates:</b>	0
<b>Purpose:</b>	To coordinate and monitor the planning and distribution of the delivery of fuels to all retail and commercial sites according to the group and HSEQ standards
<b>Principle Accountabilities:</b>	<ul style="list-style-type: none"> <li>Coordinate dispatch of gasoline, diesel (gasoil), heavy fuel oil, and LPG deliveries and customer pickups.</li> <li>Monitor fuel tank levels remotely or via phone for retail and commercial sites using inventory monitoring systems.</li> <li>Record and update delivery schedules based on tank readings and stock levels.</li> <li>Plan delivery sequences considering stock levels, price changes, and transport availability.</li> <li>Ensure 80% tank ullage at retail sites under normal conditions.</li> <li>Prepare documentation packages including loading tickets and invoices for daily deliveries.</li> <li>Issue loading tickets and monitor product loading with gantry operators.</li> <li>Verify product quantities loaded against delivery documentation.</li> <li>Monitor and report inventory levels throughout the day.</li> <li>Schedule and communicate delivery updates to stakeholders throughout the day.</li> <li>Track driver locations via GPS and update delivery statuses accordingly.</li> <li>Coordinate with sales teams on invoice status and customer holds.</li> <li>Manage return and submission of invoices and delivery documents.</li> <li>Verify completeness and accuracy of driver-submitted documents.</li> <li>Complete load confirmations and process transfers between depots.</li> <li>Maintain driver leave records and coordinate bunker schedules.</li> <li>Provide end-of-shift reports to relevant stakeholders.</li> <li>Take a leadership role in HSEQ activities demonstrating commitment through personal engagement exhibiting culture of care behavior for all employees.</li> <li>Establish an effective control procedure to monitor performance and track progress toward meeting established objectives.</li> <li>Maintain a keen awareness of developments in the economic and business environment, its impact to the Sol's business, adapt as required to optimize business performance.</li> <li>Other duties as required and assigned</li> </ul>
<b>BOLD Behaviours and Values</b>	<ul style="list-style-type: none"> <li>Be an ambassador and supporter of our BOLD leadership behavior and values.</li> </ul> <div style="display: flex; align-items: center; justify-content: center;">  <div style="margin-left: 20px;"> <p><b>Build:</b> I build collaborative teams across Parkland</p> <p><b>Own:</b> I own my mandate</p> <p><b>Lead:</b> I lead by embracing change and continuous improvement</p> <p><b>Deliver:</b> I deliver exceptional results through customer experience</p> </div> </div> <ul style="list-style-type: none"> <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="display: flex; align-items: center; justify-content: center; margin-top: 20px;">  </div>
<b>Qualification Requirements:</b>	<ul style="list-style-type: none"> <li>A College degree in Administration as a minimum qualification</li> <li>Must be an extrovert, results driven, analytical, creative professional with strong business sense demonstrated man-management skills with advance skills in negotiations.</li> <li>Excellent Computer Skills: Microsoft Word, PowerPoint, Excel (Intermediate to Advanced)</li> <li>Listening and verbal communication</li> </ul>



<b>Other Competency Requirements:</b>	<ul style="list-style-type: none"><li>• Excellent problem-solving, critical thinking, deductive reasoning, inductive reasoning, and analytical skills</li><li>• Display willingness to make decisions, exhibit sound and accurate judgment, and make timely decisions.</li><li>• Utilizes decision making skills to achieve specific organizational objectives with consideration given to their impact on other work groups.</li><li>• Excellent interpersonal, leadership, and management skills and high professional standards for customer service and work quality</li><li>• A strong work ethic, integrity, high level of enthusiasm and ability to excel in a flexible, fast paced environment.</li><li>• Strong team orientation balanced with the ability to work autonomously on projects and initiatives.</li><li>• Ability to implement and influence change at varying levels across the organization</li></ul>
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