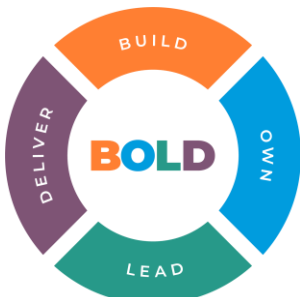



Job Description

Job Title:	Supply Operations Coordinator			
Employer:	SOL REPUBLICA DOMINICANA SRL			
Location:	SANTO DOMINGO, REPUBLICA DOMINICANA			
Available to:	Yes	Current Sol staff	Yes	External Applicants
Reports to:	Group Supply Chain Manager			
Subordinates:	0			
Purpose:	Responsible for capturing data on all voyages load to discharge, providing reports, recording, analyzing, verifying and coding transactions in support of contractual strategy			
Principal Accountabilities:	<ul style="list-style-type: none"> • Review and validate shipping and inspector source documentation – volumes, product quality and load dates • Receive purchase orders transferred by markets and produces sales invoices when comparing PO to supplier and freight forwarder invoices • Reconcile PRNI at month end and produce required month end reports • Accurate and timely production of demurrage invoices • Produce cost build-ups and enter purchase orders in corporate financial accounting system for all products • Receive products into inventory port, vessel and storage originated • Uses outturn reports and Bill of Lading information to produce final cost build-ups and submit for approval • Produce all applicable import documentation - manual invoices, proformas, CARICOM and commercials within custom mandated deadlines • Any other duties, compatible with the level of position that may be assigned from time to time. 			
BOLD Behaviors and Values	<p>•Be an ambassador and supporter of our BOLD leadership behavior and values.</p> <p>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.</p> <div style="text-align: center;">   </div>			
Qualification Requirements:	A university degree (preferably in business administration, finance or accounting) with 1 to 3 years' relevant work experience is preferred			
Other Competency Requirements:	•Must have knowledge of financial statements analysis.			

	<ul style="list-style-type: none"> • Must be well organized, analytical and with a demonstrated ability to get things Done Deliver timely results • Candidate must be hard working and detail oriented with strong communication; analytical and computer skills are required • Be computer literate with excellent working knowledge of MS Office applications, particularly Excel (Intermediate to Advanced level)
Other Information:	<p>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</p> <p>-</p>
Application Procedures:	<p>- Applications are to be submitted by completing the Sol Job Application Form available on the Sol website at solpetroleum.com and submitted via e-mail to careers@solpetroleum.com on or by March 15th, 2025 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>