


Job Description

Job Title:	Dispatcher- Contract			
Employer:	SOL Guyana Inc.			
Location:	Lot BB Rome (Agricola) Greater Georgetown			
Available to:	No	Current Sol staff	Yes	External Applicants
Reports to:	Facility Supervisor			
Subordinates:	None			
Purpose:	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			
Principal Accountabilities:	<ul style="list-style-type: none"> • Coordinate dispatch of gasoline, diesel (gasoil), heavy fuel oil and LPG deliveries and customer pickups. • Monitor fuel tank levels remotely or via phone for retail and commercial sites using inventory monitoring systems. • Record and update delivery schedules based on tank readings and stock levels. • Plan delivery sequences considering stock levels, price changes, and transport availability. • Issue loading tickets and monitor product loading with gantry operators. • Verify product quantities loaded against delivery documentation. • Monitor and report inventory levels throughout the day. • Schedule and communicate delivery updates to stakeholders throughout the day. • Take a leadership role in HSEQ activities demonstrating commitment through personal engagement exhibiting culture of care behavior for all employees. 			

BOLD Behaviours 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 data-bbox="609 262 1307 569">  </div>
Qualification Requirements:	<ul style="list-style-type: none"> • A Diploma in Administration • A minimum of three (3) years' relevant experience
Other Competency Requirements:	<ul style="list-style-type: none"> • Competent in Microsoft Office especially Word, Excel and PowerPoint. • Excellent problem solving, critical thinking and analytical skills. • Ability to make timely decisions. • Excellent interpersonal and leadership skills. • Demonstrates enthusiasm and an attitude to work well with others in teams and without supervision