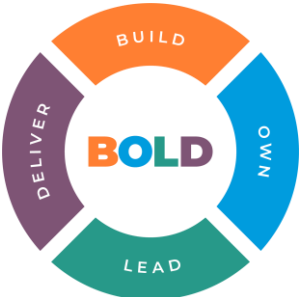



Job Description

Job Title:	Dispatcher/ Operations Administrative Assistant			
Employer:	Sol Belize Limited.			
Location:	BELIZE			
Available to:	Yes	Current Sol staff	Yes	External Applicants
Reports to:	Fleet Depot Supervisor / GM			
Subordinates:	0			
Purpose:	Provide support related to the depot operations with Customer Service and Administrative task.			
Principle Accountabilities:	<ul style="list-style-type: none"> • Receive and process orders and/or inquiries received by mail, telephone and in person. • Provide pricing, and product availability. • Recommend alternative products to meet customer needs. • Program and schedule bulk fuel deliveries within established guidelines • Reconcile bulk and lubricant sales on a daily basis. • Track order activity and advise Supervisor of any potential delivery issues. • Serve as communication link between customers and sales force. • Maintain ongoing relationship with key customers on order status. • Maintain records of transporters' hours and payment, trips, vacation schedule, UA/UC/NM reports, HSE statistics • Assist with the coordination of transporters' trainings and meetings. • Assist with the preparation of monthly HSE reports. • Reconcile fuel offtakes on a timely basis. • Track and monitor daily additive movement for accuracy. • Review Terminal invoices for accuracy and compile for payment processing • Process transporters and vendors payments • Maintain files and other related data. • Act as backup for the Fleet/Depot Supervisor during periods of absence • Health, Safety, and Environment mind-set and maintain confidentiality in all undertakings. • Promote proactive HSE Culture 			
BOLD Behaviors and Values	<ul style="list-style-type: none"> • Be an ambassador and supporter of our BOLD leadership behavior and values. • 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. <div style="display: flex; justify-content: center; gap: 20px;">   </div>			

Qualification Requirements:	<ul style="list-style-type: none"> • Minimum Associate Degree in Business and 2 years work experience in customer service is required.
Other Competency Requirements:	<ul style="list-style-type: none"> • Communication: able to speak clearly, deal tactfully and pleasantly with customers • Strong organizational skills • Attention to detail and able to analyze and summarize data. • Good time management skills • Be dependable and reliable. • Be proactive and able to adapt to changing environments. • Possess a good work attitude & work ethics. • Computer literate with proficiency in MS Outlook, Word, and Excel • Ability to communicate in Spanish an asset
Other Information:	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.
Application Procedures:	<p>Your application package must include the names and contact information of two (2) personal and two (2) professional references. Full position details and online application form can be found on our online job portal at https://salient.bz/vacancies. Queries can be sent to vacancies@salient.bz. <i>Deadline for applications is Friday, March 3, 2023.</i></p> <p>NOTE: Only shortlisted and/or selected Candidates will be contacted. Communication will be made within one week after the closing date of this vacancy. Certified copies of relevant certificates will be requested for those applications under consideration.</p>