



EMPLOYMENT OPPORTUNITY – DELIVERY DISPATCHER

THE COMPANY

Harvey's Oil Ltd. is a market leader in both the home heat and industrial/commercial lubricant industry in Newfoundland and Labrador. Through the company's partnership with Petro-Canada Lubricants Inc., Harvey Oil's Ltd. has experienced significant growth in its industrial lubricant, light and base oil division while maintaining its customer service focus in home heat. Specifically, the lubricants division sells to the marine, offshore, mining, manufacturing, construction, food and automotive industry.

THE ROLE

Harvey's Oil Ltd. has an opening for the position of a full-time, contract in the role of Delivery Dispatcher located at our office at 87 Water Street, St. John's.

The Delivery Dispatcher will primarily be responsible for the efficient operation of the Fuel Delivery Department while providing efficient, professional and courteous customer service.

The role of the Delivery Dispatcher will have many responsibilities, which include but are not limited to the following:

- Process deliveries and prepare all related reports
- Control and schedule will call and automatic deliveries, printing of delivery tickets, degree day input and maintenance
- Process customer oil delivery requests as required
- Balance trucks – load tickets to sales
- Prepare brokers and Oakfords commissions
- Prepare price adjustments as necessary
- Process delivery portion of new accounts
- Continually monitoring customer burn through automatic delivery maintenance reports
- Maintain an automatic out of oil report
- Batch and file fuel tickets
- Update account information for expired tanks
- Assist with Prudent Operations audit requirements
- Other Duties as assigned

THE CANDIDATE

The ideal candidate will have the following:

- Post-secondary education in Business Management; supplemented by practical business experience or some combination of both.
- Past customer service experience.
- Ability to provide professional and courteous service in any scenario.
- Effective written and oral communication skills.
- Experience handling and balancing cash



- Strong attention to detail.
- Proficiency in computer applications.
- Self-confident individual with strong organizational skills that can prioritize and manage multiple tasks and deadlines in an efficient manner.
- Ability to understand and work with diverse groups of people and clients.
- Teamwork skills that support a team based operation.
- Ability to work with minimum supervision.

Individuals interested in applying for this position should send a resume by May 31st, 2023 to:

**Harvey's Oil Ltd.
87 Water Street
St. John's, NL A1C 5X3
Fax: (709) 726-8044
Email: humanresources@aharvey.nf.ca**

Harvey's Oil Ltd. is an equal opportunity employer; however only those selected for an interview will be contacted.