



Position: Warehouse/Bulk Plant Associate

Milton-Freewater, Oregon

Department: Customer Service/ Maintenance

JOB DETAILS

GENERAL PURPOSE:

Through the direction of a team leader or manager, this position is responsible for the operation and cleanliness of the Milton-Freewater Branch. This position will be responsible for greeting and assisting customers in acquiring fuel, lubricants, and propane from the Milton-Freewater location. Delivery of lubricants in various packaged sizes to customer locations as needed. Candidate will need to learn to read invoices to determine assignment and ensure proper delivery. Assist with general office needs, as needed. Maintain site cleanliness and ensures positive customer experience at fuel station and bulk plant. Work well with other location employees and maintain positive atmosphere. Other duties may be assigned as needed.

DUTIES AND RESPONSIBILITIES:

Deliveries (Package goods, Drums, Misc. Coordinate with Manager)
K/L Cleanliness (Spill buckets, dispensers, slab, card reader etc.)
K/L Maintenance (Broken Nozzles, Broken Breakaways, Hose Replacements, Spill Cleanup)
Maintain Keep Full accounts (Lubes other miscellaneous equipment)
Maintain quality relationship between CO-Energy and customers
Generate Sales orders and convert to invoices to assist Emily when needed
Maintain proficiency in MAS and other CO-Energy systems
Fulfill walk-in customer orders (cash sales, account charges) as needed.
Quote current and prospective customers prices as needed
Monitor prices set by local competitors
Monitor inventory on all products and order as needed
Process incoming and outgoing inventory transfers

QUALIFICATIONS:

- One to two years' related experience and/or training is desirable
- Must be Insurable through Connell Oil, Inc. insurance company.
- Thorough knowledge and experience in the operation fuel equipment including its design, uses, emergency repair, and maintenance.
- Performs routine maintenance on equipment and determines when and what kind of maintenance is needed.
- Ability to complete assigned duties with minimal supervision.
- Good interpersonal skills
- Ability to maintain quality work atmosphere with co-workers
- Ability to maintain quality relationship between customers and CO-Energy.

WORKING CONDITIONS:

PHYSICAL ACTIVITIES

- X Stand
- X Walk
- X Sit
- X Talk or Hear
- X Use of hands to finger, handle or feel
- X Stoop, kneel, crouch or crawl
- X Reach with hands and arms
- X Smell
- X Climb

LIFTING/FORCE ACTIVITIES

Up to 50 - 75 pounds

PHYSICAL DEMANDS

- X Wet, humid conditions
- X Fumes or airborne particles
- X Toxic or caustic chemicals
- X Outdoor weather conditions
- X Extreme cold
- X Extreme heat
- X Vibration

Employee Signature

Date