

**COX PETROLEUM TRANSPORT
JOB DESCRIPTION**

Job Title: **Inventory Clerk**

Location: Bakersfield Terminal

Reports to: Travis Uhles, Dispatch Manager

Job Summary:

Keep a constant watch of inventory levels at multiple service stations and placing delivery orders so that such stations remain at adequate selling levels. Building driver shifts based on available drivers, trucks, and delivery orders.

Essential Functions/Responsibilities:

- Communicating with customers and dispatchers on a daily basis
- Fuel inventory control at service stations via websites and customer feedback
- Plan delivery schedules so that inventory is sufficient to allow for projected sales

Schedule:

- 4 days on, 4 days off. Day shift available. Must be able to work overtime and holidays if needed.

Skills Required:

- Computer & Math is essential
- Multitask in a fast paced environment
- Professionalism
- Appropriate Dress Attire
- Communication Skills
- Self Independent Worker

Employee Signature

Date