

COX PETROLEUM TRANSPORT
JOB DESCRIPTION

Job Title: **Shop Administrator**

Location: Bakersfield Terminal
Cudahy Terminal

Reports to: Jim Lowman, Fleet Manager

Job Summary:

Assist with closing of in-house repair orders & vendor invoices. Update and file equipment files. Create PO's and receive invoices. Maintain permits and registration for fleet of tanker trucks and trailers. Assist with tracking of parts and inventory.

Essential Functions/Responsibilities:

- Communicating with customers, mechanics, and management on a daily basis.
- Assist mechanics with PO's for equipment and outside repairs.
- Data entry, filing, and multiple phone calls.

Schedule:

- 5 day work week (M-F). Must be able to work overtime and holidays if needed.

Skills Required:

- Computer & Math is essential
- Experience in any fleet or trucking industry
- Multitask in a fast paced environment
- Team Player
- Professionalism
- Appropriate Dress Attire
- Great communication Skills
- Self Independent Worker