



 PURE  
3939 N. Webb Rd.  
Wichita, KS 67226  
Ph: (316) 303-1380  
[poet.com](http://poet.com)

## **ABOUT POET Pure**

POET Pure is a global leader in the energy and agricultural space. We started as a supplier of biofuel, and have grown into a multi-commodity marketing and transportation company providing solutions in fuels, grains, and carbon dioxide markets. We are part of a network of engineering, management, marketing, and manufacturing companies that are dedicated to being good stewards of the Earth by converting renewable resources to energy and other valuable goods as effectively as humanly possible. As the largest supplier of biofuel in the world, we believe in the value and benefits of driving a renewable solution to global energy needs, and focus on creating a more sustainable path forward in all our related industries.

## **Dispatch Supervisor**

The primary activities of this role have matters of significance relating to the business operations of POET Pure and its customers which require the exercise of discretion and independent judgment. This role will focus on our Carbon Dioxide and Fuel Transportation business segments. The position is full-time status in the Logistics department and will report to the Dispatch Manager.

### **Role Responsibilities**

- Communication with our schedulers, drivers, fleet personnel and customers.
- Maximize profitability through the optimization of equipment utilization and available driver hours.
- Setting up and dispatching shipments with company drivers and brokered drivers.
- Supervision of drivers and managing the utilization of equipment.
- Coordinating equipment repairs and preventive maintenance with fleet management.
- Monitoring key performance indicators and taking appropriate action to maximize value.
- Data entry and reporting.

This position provides a fast-paced role that will also require some travel and responsibilities outside of normal business hours.

### **Role Requirements**

This role involves a high degree of variation in priorities throughout the day, and the person we're looking for should possess the following characteristics:



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- Bachelor's degree from an accredited university or relevant experience.
- Regional truck or freight dispatch experience.
- Experience working with Microsoft Office products.
- Ability to work in a team environment with limited oversight.
- High attention to detail.
- Strong communication and relational skills.
- Proven track record of exhibiting good problem-solving skills and being a dependable, self-motivated employee.

In addition to the requirements above, the following skills will be preferred in selecting the right candidate:

- Experience in the petroleum, CO2 or ethanol industry.
- Experience dispatching bulk hazardous materials.
- Experience in a corporate business setting.

### **Work Environment**

POET Ethanol Products provides a relaxed, but professional, non-smoking work environment and a very competitive benefits package. We are proud to be an Equal Opportunity Employer.

Interested applicants should submit their resume and cover letter explaining why they seem to be well-suited for the opening and salary expectations. Please email to [opportunityexp@poetep.com](mailto:opportunityexp@poetep.com)