

POSITION AVAILABLE

Date: June 7, 2010

Human Resources is currently accepting applications for the following full-time position:

Automatic Accounts Analyst – Bronx

Hours: Winter: Monday – Saturday 8:30 am – 4:30 pm and Sundays when required by work load/weather conditions

Summer: Monday – Friday 8:30 am – 4:30 pm

ESSENTIAL RESPONSIBILITIES INCLUDE:

- Set up initial delivery schedule for customers requesting automatic deliveries.
- Perform ticket pulls, review and indicate dates due on individual delivery.
- Analyze performance reports for any anomalies on gallons delivered.
- Adjust k-factors based on changing conditions to customer profiles.
- Review reports to identify potential run-out and missing tickets.
- Speak to customers directly on automatic delivery issues.
- Investigate run-outs to determine their cause.
- Generate run-out reports on a monthly basis for senior management review.
- Answer questions from Castle Customer Care in regards to automatic deliveries and general daily delivery information.
- Participate in a rotation of staff to provide coverage in oil dispatch on Saturdays during summer months.

REQUIREMENTS INCLUDE:

- Basic mathematical skills, addition, subtraction, multiplication and division.
- PC literate with an emphasis on data entry and Microsoft Excel.
- Good communication skills.
- Must be able to work overtime.

PHYSICAL DEMANDS:

- Ability to sit for extended periods of time
- Ability to communicate over the telephone
- Repetitive finger motions involved in the entry of data into the computer

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

For more information, or to refer candidates, please call Edward in HR at extension 6644 or email at edwardc@castle.us