



<https://www.biogasops.com/job/reception-dispatch/>

Reception and dispatch

Description

Reception and dispatch will perform logistic scheduling and communication necessary for efficient feedstock deliveries to the plant. The role will support external and client facing communication and provide continuity among internal work teams.

Please download the application before applying. You will be able to upload a resume and standard application when you click "Apply Now"

Responsibilities

Your responsibilities include:

- Works with customers to coordinate incoming feedstock deliveries. Prepares daily schedules and communicates with relevant staff.
- Maintains security and telecommunication systems.
- Manages daily and weekly schedules of onsite activities, including vendor deliveries, visitors, internal and external meetings.
- Documents meeting minutes and distributes follow up action plans. Tracks actions to completion.
- Performs routine office duties including printing, faxing, documenting, and filing.

Qualifications

- High School Diploma
- 1-2 years working in reception or office environment
- Good desktop computer skills
- Good telephone skills
- Organized with attention to detail
- Calm and professional

*** To download and submit the Standard Application properly:

1. Right-click "Standard Application" button above
2. Click "Save As"
3. Save file to your location (ex. Desktop)
4. Open the saved Standard Application PDF
5. Fill out the Standard Application PDF
6. Click on "File -Save"
7. Navigate to your saved file when asked to upload the Standard Application.

Hiring organization

Biogas Operations LLC

Employment Type

Full Time

Job Location

1600 Lamberton Rd, Trenton, NJ
08611, United States

Date posted

October 15, 2019

Valid through

30.04.2020