

**POSITION:** Expediter

**DEPARTMENT:** Credit & Exposure

**LOCATION:** Miami, FL

**Company Description:**

Associated Energy Group, LLC (AEG Fuels) is a global aviation fuels and services supply chain management company. The company's core business is the marketing and financing of fuel supply and logistics solutions for the world's largest airlines, militaries, and corporate operators.

AEG Fuels serves its clients through a network of longstanding relationships with subcontracted parties around the world. Customers are afforded the benefits of negotiated fuel and throughput pricing based on AEG Fuel's aggregate volume within a network of over 3,000 airports as well as the company's specialized expertise in delivering products safely and on-time.

AEG Fuels is dedicated to providing comprehensive support and unparalleled 24/7 service around the world. 17 different nationalities are represented on AEG's team and with offices in Miami, Houston, Tahoe, London, Dubai, and Singapore the company combines a global presence with a local touch.

**AEG Core Values:**

- Excellence & Teamwork
- Entrepreneurship & Innovation
- Respect & Trust
- Always Do What's Right

**Position Description:**

AEG Fuels places an average of 5700 Fuel Orders per month. The Expediter will be tasked in providing AEG Fuels the most accurate Financial Exposure for a select list of high credit risk customers.

The position will be responsible for coordinating with vendors, clients, Portfolio Administrators, and Billing Specialists to increase the Invoicing rate of high priority orders. In addition, generate Cross Reference Reports, clear duplicate or cancelled orders, and gather fuel tickets.

**Required Skills and Experience:**

- High School Diploma
- Ability to read, write, speak and understand English.
- Compose emails.
- Entry Level Microsoft Excel experience
- Ability to professionally interact with internal and external customers.
- Solid communication skills
- Able to work under pressure and meet deadlines.
- Ability to prioritize and multi-task in a fast paced, changing environment and be detail oriented.
- Perform Administrative tasks.

**Recommended Experience:**

- Customer Service
- Clerical

Please contact [bmendez@aegfuels.com](mailto:bmendez@aegfuels.com) with attached resume in Word or PDF format. If you wish to enclose a cover letter, please include it in the body of your email.