

POSITION: Expeditor

TYPE: Full Time

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 2,700 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:

The Expeditor will be tasked with providing AEG Fuels with 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 cancel orders, and gather fuel tickets. An Expeditor, or Operations Facilitator, is responsible for ensuring that the business has the documentation and data it needs to function according to schedule. Their duties include communicating with suppliers about the status of supplies, problem-solving to reduce the impact of billing delays, and submitting order information to internal departments.

Duties and responsibilities:

- Work with different heads of departments to monitor inventory levels, assess supply vendors, and ensure delivered supplies meet quality standards.
- Contact vendors, review orders, verify supplies, and communicate with suppliers to determine expected delivery dates and inform Managers of potential delays.
- Maintain production schedules for ongoing projects and boost productivity and prevent delays that can affect delivery.
- Ensure interdepartmental communication for improved coordination of productive operations.

- Monitor project delivery timelines, check work quality against company requirements and specifications, and ensure compliance with regulations.
- Collaborate with Managers for updates on delivery timelines.
- Compile, record, and report project performance and progress to management and key stakeholders.

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 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.

