

**Position Title:** Load Planner  
**Reports To:** Supply Chain Manager  
**Compensation:** \$15-\$25 based on experience  
**Employment Type:** Part Time, 20-30 hours per week  
**Schedule:** Flexible Schedule  
**Location:** 100% remote

### **Company Summary**

- We are a growing family-owned manufacturer of high-quality technology driven fuel additives at competitive prices.
- We provide a diverse product line including hundreds of different products that utilize differing concentrations to ensure effectiveness in even the hardest to treat fuels.
- Our customers are owner operators, trucking fleets, fuel jobbers, national truck stop chains, fuel terminals, marinas, and manufacturing facilities.
- We create a partnership with our customer by offering premier additive packages and providing direct access to our fully trained, industry savvy sales and customer service team members.
- Our mission is to support our partners and co-workers in achieving their fullest potential.
- ET Products' primary value is "We are customer driven, if you always put the customer first, they will take care of you".

### **Load Planner Responsibilities Include:**

- Analyzing customer inventory levels and usage to determine optimal delivery frequencies and quantities.
- Preparing reports on any "at risk" locations and action plans to ensure uninterrupted supply.
- Analyzing manufacturing output and incoming raw materials to ensure timely delivery to the customer.
- Arranging logistics based off the above reports and deadlines, follow up on deliveries, and continuous improvement to ensure the highest level of customer satisfaction.
- Expert use of Microsoft Excel, certification preferred, to enable timely and accurate data analysis and reporting.
- Build and maintain relationships with shippers, receivers, & carriers to foster open communication and trust.
- High level of coordination with customer representatives: Our company values are strongly based in customer service.

### **Why work here:**

- 100% remote
- Part time, flexible schedule
- Input into developing this new role & processes
- Opportunity for advancement as department and company grow
- Be part of a team that prioritizes customer & employee satisfaction

### **Requirements:**

- Strong math and computer skills
- Outstanding organizational skills and attention to detail
- Excellent communication and relationship building skills
- Self-starter with a sense of urgency and results oriented focus
- Exceptional work ethic and ability to learn at rapid speed
- Ability to work in a fast-paced environment and collaborate effectively as a team member
- Highly Proficient in Microsoft Excel, certification preferred
- Experience in Customer Service or Logistics helpful, but not required
- Experience with ERPs helpful, but not required