



ExxonMobil
Business Support Centre Canada

Back
Previous  *Next*

Lifting Controls Specialist (Saint John)

The following position in our Fuels Marketing department will be open until July 21st, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. It is important that you apply early, and please include the job code in your cover letter!

Lifting Controls Specialist (Saint John) - JOB CODE: SJW3-2

Job Description

The Delivery Lifting Controls Specialist provides continuous on time delivery operations by coordinating terminal supply disruptions and establishing alternate supply terminal and action plans with Delivery Team Leaders and Specialists. The position is key to providing Delivery and Fleet management advance notice of potential terminal supply disruptions which enables time to secure the additional truck resources needed to meet sales demand. The position also coordinates temporary exchange agreements with Supply, establishes lifting volume needs/limits and monitors/coordinates distributor lifting volumes to insure adequate supply for direct delivered accounts.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Qualifications

- Post-secondary education or demonstrated work experience. Previous experience in a Logistics / Delivery scheduling function would be an asset.
- Ability to learn new software applications
- Problem solving and decision making which includes diagnosing, analyzing and recommending solutions
- Strong attention to detail
- Ability to effectively deal with change
- Professional communication skills (oral & written)
- Intermediate ability in Microsoft Excel and Word

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. You will also need a passport to cross over the US border.

If you are interested in a rewarding career with the ExxonMobil Business Support Centre, that offers growth in a dynamic and collaborative atmosphere, please send your resume, quoting a job code, in confidence to our recruiter:

Suite 405 - 75 Prince William Street
Saint John, NB, E2L 2B2
Fax 506 653 9310
Email gautrsa@kellyservices.com



Kelly Services is assisting in the selection process. Successful candidates will be offered career employment with the ExxonMobil Business Support Centre.

The ExxonMobil Business Support Centre is committed to providing equitable treatment and equal opportunity to all individuals. We thank all those for applying, however ONLY those candidates selected for interviews will be contacted.

EMBSCC ExxonMobil Business Support Centre Canada ULC may use your application to consider your suitability for other positions in ExxonMobil Business Support Centre Canada ULC or may disclose your application to any other ExxonMobil company operating in Canada or Imperial Oil Limited so that such company may consider your suitability for positions with it.



July 20, 2004

New Brunswick Careers

ExxonMobil
Business Support Centre Canada

Previous

Back



Next

Invoice Correction Specialist (Moncton & Saint John)

The following position in our Fuels Marketing department will be open until July 21st, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. It is important that you apply early, and please include the job code in your cover letter!

Invoice Correction Specialist (Moncton & Saint John) - JOB CODE MSJW4-3-CB

Job Description

The Invoice Correction Specialist will process billing corrections and inquiries for deliveries originating out of 28 terminals.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Qualifications

- Post-secondary diploma desired
- Work experience desired

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. You will also need a passport to cross over the US border.

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July 20, 2004

New Brunswick Careers

**ExxonMobil
Business Support Centre Canada**

Back

Previous



Next

Pre-pay Specialist (Saint John)

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Pre-pay Specialist (Saint John) - JOB CODE: SJW4-4-CB

Job Description

The Pre-pay Specialist will manage Prepay and monthly process for Dealer's accounts. The incumbent will also provide necessary updates and information to customers and maintain appropriate company records.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Qualifications

- Post-secondary in accounting desired
- Work experience required

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. You will also need a passport to cross over the US border.

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July 20, 2004

New Brunswick Careers

ExxonMobil
Business Support Centre Canada

Previous

Back



Next

Reconciliation & Collection Specialist (Moncton & Saint John)

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Reconciliation & Collection Specialist (Moncton & Saint John) - JOB CODE MSJW4-5-CB

Job Description

The Reconciliation & Collection Specialist will manage collection, reconciliation, and maintenance of existing and terminated small business accounts in a Customer Service Centre Environment. Assist with internal and external customer inquiries.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Qualifications

- Post-secondary diploma desired
- Work experience desired
- Collections experience desired

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. You will also need a passport to cross over the US border.

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July 20, 2004

New Brunswick Careers

**ExxonMobil
Business Support Centre Canada**

Previous

Back



Next

Dealer Inquiry Management Specialist (Moncton & Saint John)

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Dealer Inquiry Management Specialist (Moncton & Saint John) - JOB CODE MSJW4-2-CB

Job Description

The Inquiry Management Specialist will manage incoming calls in areas of inquiry resolution and problem solving for Dealer/Distributor, Industrial & wholesale and Billing Inquiries. The incumbent will also be responsible for various administrative support activities.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Qualifications

- Post-secondary diploma desired
- Work experience desired

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. You will also need a passport to cross over the US border.

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July 20, 2004

New Brunswick Careers

ExxonMobil
Business Support Centre Canada

Back

Previous



Next

Contract Specialist (Moncton & Saint John)

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Contract Specialist (Moncton & Saint John) - JOB CODE MSJW4-6-CB

Job Description

The Contract Specialist for Dealers will be the initial contact and administrator of new and existing contracts for small businesses. The incumbent will also maintain contract and marketing retail network database integrity.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Qualifications

- Post-secondary diploma desired
- Work experience desired

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. You will also need a passport to cross over the US border.

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