



PIN OAK GROUP, LLC

Job Title: Terminal Scheduler

Location: Corpus Christi or San Antonio

Job Summary: The Terminal Scheduler is responsible for scheduling and coordinating pipeline, vessel, rail, and truck movements to satisfy customer requirements.

Duties/Responsibilities:

- *Coordinate pipeline, ship, barge, truck and rail movements with Customers*
- *Monitor and track daily movements and terminal inventory for multiple products*
- *Manage pipeline deliveries to ensure adequate tank volumes are available to meet vessel schedules*
- *Resolve scheduling conflicts to minimize demurrage costs and ensure vessel window compliance*
- *Work closely with Terminal Manager to ensure accurate and timely schedule information is provided to Operations*
- *Compile and report weekly and monthly nominations*
- *Create daily terminal order sheets for Operations*
- *Coordinate and communicate downtime notices and updates to Customers and Operations*
- *Vet inbound vessels to ensure compliance with all regulations and requirements*
- *Regularly communicate ship and barge schedules with Customers, Shipping Agents and Pilots*
- *Clearly communicate schedule changes to Customers and Operations both verbally and in writing*
- *Review end of month Customer invoices with Accounting*

Required Skills/Abilities:

- *Detailed knowledge of pipeline and terminal operations*
- *Ability to effectively manage changing priorities*
- *Strong mathematical and computer skills with emphasis on MS Excel*
- *Strong organizational skills and attention to detail*
- *Excellent verbal and written communication skills with Customers and Stakeholders.*
- *Demonstrated ability to manage multiple priorities simultaneously and to meet critical deadlines.*

Education and Experience:

- *High school diploma or GED is required. Bachelor's degree preferred.*
- *A minimum of five (5) years of marine terminal scheduling experience is required.*

Physical Requirements:

- *Prolonged periods of sitting at a desk and working on a computer.*

Other duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work authorization/security clearance requirements

- *Must be able to obtain and maintain a Transport Worker Identification Card (TWIC)*
- *Applicants must be authorized to work in the United States; we do not offer sponsorship.*

Pin Oak Group is an equal opportunity employer