



Pin Oak Corpus Christi, LLC

Job Title: Terminal Scheduler	Reports To: Oil Movements Manager
Department: Oil Movements	Hourly/Salary: Salary
Date Approved:	Job Location: Corpus Christi/Houston

General Summary

The Terminal Scheduler will coordinate and be responsible for scheduling the movement of crude oil on connecting Pipeline Systems, Ships, Barges, Truck and Rail. Includes nominating and confirming shipper activity for monthly business and storage.

Essential Functions

- Directly responsible for scheduling crude oil movements on various Crude Oil Pipelines
- Communicate with the operations group concerning availabilities and inventory levels
- Maintain worksheet comparing actuals to nominations
- Confirm receipts and accuracy of shipper's monthly nominations
- Verify shippers' nominated volumes with connecting carriers
- Coordinate storage volumes with 3rd parties
- Monitor imbalances to ensure that no major imbalances occur
- Prepare/distribute pipeline statements for all shipper's in our terminal
- Provide necessary information for accounting purposes on deliveries during month close
- Daily communication with operations concerning deliveries to connecting pipelines and actual receipts into the pipeline ship, barge, truck and rail
- Provide shippers with information for their planning for receipts, deliveries, etc.
- Assist the accounting group with shipper issues or adjustments as needed
- Cross train within the department and be able to support as needed
- Active with the implementation team of a new crude oil software
- Prepares and distributes daily order for oil movements to Control Center
- Performs other duties as required

Competencies, Education, Knowledge, Skills and Abilities

- Bachelor's degree preferred

- 3 or more years of crude oil scheduler experience
- Proficient in Microsoft Office products
- Responsible individual who takes initiative/ownership in all areas of work
- Excellent oral and written communication skills
- Willing to assume additional responsibilities and work daily in a fast-paced cooperative team environment
- Good organizational and planning skills with the ability to work as a team and meet strict deadlines
- Excellent analytical, problem-solving, and decision-making skills
- Must commit to and demonstrate the company's core values: Respect, Responsiveness, and Commitment to Serve
- TWIC required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

AAP/EEO Statement

Pin Oak Corpus Christi, LLC provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

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.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name:

Employee Signature:

Date: