



## **Operations Administrative Specialist**

Wolverine Pipe Line Company is a transportation service company, headquartered in Portage, Michigan and incorporated in 1952. We have over 70 employees in the three states we operate - Michigan, Indiana and Illinois. Wolverine operates 630+ miles of active steel pipeline in three states, connecting Chicago refineries to terminals in Michigan and Northwest Indiana and moving product west to east. We transport over 350,000 barrels or 14.7 million gallons of refined products a day. Wolverine also provides approximately 30% of Michigan's daily refined products supply. We deliver the products that fuel the nation.

Wolverine does not own the product we ship. We are strictly a transport vehicle for our customers, much like UPS or FedEx is for packages. The Federal Government regulates the tariffs Wolverine charges to transport products between origins and destinations.

### **Why Should You Apply?**

- We hire for the long term and we invest in your success.
- We offer an outstanding benefits package that includes medical, dental, vision, paid vacation and holidays and 401k with company matching and additional company contribution after 1 year of service.
- Great compensation.
- Low employee turnover rate.

### **How to Apply**

- Send your resume to [employment@wplco.com](mailto:employment@wplco.com)

### **Summary of duties and responsibilities**

Participates in team environment, providing administrative services to the operations organization. Individual desk responsibilities will vary but may include support activities related to regulatory documentation and filing, records management, training and event coordination, other special work projects and general office support.

### **Essential duties and responsibilities: (Not all inclusive)**

- Records Management, Document Control
- Compliance Inspection Tracking and Follow-Up
- Safety Metrics Data Entry and Reporting
- Personnel change administration
- Create desk procedures
- Manuals and Forms Updates
- Training Records Data Entry and Reporting
- Planning Meetings, Training, Events, Venues
- Other Office Support
- Regular attendance

### **Education, prior work experience and specialized skills and knowledge:**

- Requires critical thinking skills, ability to assimilate information, compile and prepare reports often including conclusions and recommendations for solutions and process improvements on various administrative issues
- Excellent planning and organizational skills, must be highly motivated and a self-starter
- Must be logical and analytical with ability to understand big picture issues but work the details
- Good verbal and written communication skills
- Strong MS Office skills (Word, Excel and PowerPoint) and internet research skills for writing and revising manuals
- Requires ability to work independently as well as be an effective team player
- Ability to prioritize workload based on varying deadlines and input from others
- Ability to facilitate meetings including personnel from varying work groups and management
- Attention to detail in working with data, including ability to report with forms, charts, tables
- Ability to create high-quality presentations using PowerPoint and Excel
- Skills in Adobe to create and edit forms
- Creativity and flexibility
- 3-5 years of relevant experience preferred

**Physical environment/working conditions:**

- Normal office environment
- Occasional travel
- Occasional climbing stairs, standing, walking, kneeling, stooping, and bending
- Frequently reaching for and gripping objects.
- Ability to occasionally lift up to 20 lbs.
- Frequent sedentary position
- Frequent telephone use and reading
- Frequent use of office equipment

**Other:**

- Access to proprietary and confidential information

**Benefits:**

Wolverine offers a competitive Total Rewards Package that consists of:

- Medical/Dental/Vision Insurance
- Life Insurance Plans
- Paid Time Off
- Tuition Assistance
- 401(k)
- Employee Recognition Programs

*It is the policy of Wolverine Pipe Line Company to provide equal employment opportunity in conformance with all applicable laws and regulations to individuals who are qualified to perform job requirements regardless of their race, color, sex, religion, national origin, citizenship status, age, physical or mental disability, veteran or other legally protected status.*