



### **Business Services Specialist**

Wolverine Pipe Line Company is a transportation service company, headquartered in Portage, Michigan and incorporated in 1952. We have over 80 employees in the three states we operate - Michigan, Indiana and Illinois. Wolverine operates 700+ 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

### **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

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

Participates in team environment providing administrative services to the organization including support activities related to accounting, audit, procurement, insurance, records management, fleet management, voice services, event planning, and general office support and reception. May also lend support to executive leadership team and special work projects.

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

- Procurement/purchase order administration and procurement software custodial stewardship
- Provide support to Procurement Specialist with contracts administration, contractor screening, bidding, auditing
- Accounts Payable, Vendor Maintenance Stewardship
- SAP/General Ledger Journal Entries
- Voice Services Administration, Purchasing and Cost Tracking
- Regular attendance

### **Other support activities as assigned: (Not all inclusive)**

- Cash Account monitoring, application of cash receipts and journaling of other cash transactions,
- Records Management, Document Control
- Vehicle/Fleet Cost Tracking and Analysis, Procurement and Lease Support, Claims, Compliance Filings
- Travel & Entertainment Expense Auditing and Reporting
- Planning Meetings, Events, Venues
- Office Support Including Reception, Phones, Mail, Supplies

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

- Bachelor's degree in business, Accounting, Communications, Paralegal, or related field.
- At least 2 years of related experience.

- 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.
- Good verbal and written communication skills
- High attention to detail
- Results oriented; Maintains focus and perseveres in the face of obstacles
- Computer skills including Word, Excel, PowerPoint; Procurement software experience a plus

**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

*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.*