



## **Business Services Specialist**

Wolverine Pipe Line Company is a transportation service company, headquartered in Portage, Michigan and incorporated in 1952. We have over 85 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 a team environment providing administrative services to the organization. Individual desk responsibilities will vary but may include support activities related to accounting, audit, procurement, contract administration, insurance, records management, fleet management, voice services, event planning, general office support and reception. May also lend support to Executive Leadership Team and special work projects.

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

- Processing accounts payable and stewardship of vendor maintenance
- Providing office support and reception duties including answering phones, greeting visitors, processing mail and ordering supplies
- Monitoring cash account, application of cash receipts and journaling of other cash transactions
- Processing journal entries into SAP/general ledger
- Administration of procurement/ordering and auditing
- Management of records and document control
- Tracking of vehicle/fleet costs and analysis, procurement and lease support, processing claims and compliance filings
- Administration of voice services, purchasing and cost tracking
- Planning meetings, staff events and securing venues
- Regular attendance

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

- Associates degree in Business, Accounting, Communications or related field; bachelor's degree preferred
- Minimum of two years of related experience
- Requires critical thinking skills, ability to assimilate information and compile and prepare reports often including conclusions and recommendations for solutions
- Develop and process improvements on various administrative issues
- Demonstrated ability to take initiative to identify/ solve problems
- Possess a high attention to detail, accuracy and strong organizational skills
- Results oriented; ability to maintain focus and persevere in the face of obstacles and prioritize and make time-effective decisions
- Strong communication skills – oral, written, interpersonal and presentation
- Use of MS Office suite easily and efficiently; 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 use of office equipment and telephone; reading

**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.*