



InterState Oil Company  
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**InterState Oil Company is looking for a dedicated manager who is looking to further their career by leading our growing Propane Division.**

### **DIRECTOR OF PROPANE**

The Director of Propane is responsible for the division's daily business activities and is responsible for managing its resources, developing and implementing an operational plan and ensuring that procedures are carried out properly and safely. Additionally, the Director regularly evaluates organizational efficiency and makes necessary changes to maximize staff productivity and customer satisfaction. The Director assesses the needs of the company and finds ways to contribute to the overall organization by ensuring daily operations run smoothly and as efficiently as possible.

#### **Manager Responsibilities**

- Responsible for leading and managing the Propane Division employees including: Drivers (Transport, Bobtail, Bottles), Sales and Customer Service Representatives, and Warehouse Workers.
- Maintains staff by recruiting, selecting, orienting and training employees.
- Ensures a safe and secure work environment.
- Regularly communicates with staff to keep them informed of operational needs and changes.

#### **Required Skills/Abilities:**

- Excellent organizational, communication and leadership/management skills.
- Strong problem solver.
- Ability to multi-task and quickly manage changing priorities.
- Must be able to work well under pressure while providing completed results.
- Must be accurate & detail oriented in work deliverables.
- Ability to create and implement comprehensive training (including safety) programs for new hire and regular ongoing training for existing employees.
- Mechanically inclined.
- Strong computer skills.

#### **Education and Experience:**

- High school diploma or equivalent required.
- Associates or Bachelor's degree in Management preferred.
- 5+ years Propane industry required.
- Prior management or supervisory experience required.
- MS Office Suite preferred.

**Salary Range: \$120,000 - \$150,000**

**Please email your resume to [Hire@InterStateOil.com](mailto:Hire@InterStateOil.com)**