



Example of Refinery Job Description

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Our company is growing rapidly and is looking to fill the role of refinery. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for refinery

- Reporting data using lab information management system
- Performing routine maintenance/troubleshooting on laboratory equipment
- Reviewing QA/QC charts for trends and results
- Documenting and recording findings according to established procedures
- Occasionally required to work outdoors with exposure to weather elements
- Perform Refinery Supply accounting tasks
- Provides back up support to Accounts Payable functions
- Direct liaison role between FSS, suppliers and local CCL business on all Refinery & Supply accounting related matters
- Supply responsibilities include review of VCO and marine shipment and rail activities against accounting transactions for accuracy, timeliness, and completeness
- Investigates discrepancies and works with schedulers, traders, FSS, suppliers, and local Finance teams to correct and rectify

Qualifications for refinery

- Ability to plan, organizes and communicate
- Manage daily mail and distribution
- Manage/prepare org charts, flowcharts, group contact information
- Manage Website interface of documents
- Organize logistics for internal and external meetings
- Schedule meetings, arrange conference rooms, order meals