



Example of Refinery Job Description

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Our growing company is looking to fill the role of refinery. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for refinery

- Reviews and verifies Refinery product purchase invoices for quantity, price and taxes, against contracts and systems pricing and forwards to FSS for payment
- Prepare supply inputs for monthly forecast and other tasks as assigned
- Accounts payable responsibilities include maintaining vendor master setup and changes, coordinating approvals for paper invoices, investigation of outstanding items and not ready to pay invoices, invoice processing on rush payments
- Ensuring a feasible schedule with maximized margins and optimize where possible
- Developing and communicating the schedule and specific instructions
- Active stock and PQ management
- Daily monitoring/reporting and challenging of actual performance vs
- Managing good professional working relationships with all relevant interfaces
- Continuous focus on HSSE
- Evaluating performance and offering feedback to employees and next level management

Qualifications for refinery

- Handle file management for the department
- Process invoices and expense accounts for group employees
- Order office supplies and materials
- Steward vacation schedules for work group

