

Ricochet Fuel Distributors, Inc.

JOB DESCRIPTION

Job Title: Service Coordinator

General Purpose of the Position:

Join a woman-owned leader in the DFW fuel and equipment services industry as our Service Coordinator. In this hands-on role you'll be the operations hub—managing customer equipment orders and dispatch, coordinating tank and part inventory, overseeing the daily operations schedule board, supporting dispatch and yard vendors, and ensuring regulatory compliance. You'll generate and present key operations reports, maintain clear communication between Sales and Operations, and anticipate customer needs to deliver exceptional service that drives company growth.

We're looking for someone with 2+ years of field service or operations experience (wholesale fuel knowledge and a bachelor's in business preferred), strong Microsoft Office and systems skills, excellent customer-facing communication, and the ability to work independently while collaborating across teams. Leadership, attention to detail, regulatory focus, and a solutions-oriented mindset will set you apart—CDL/HAZMAT a plus.

If you want a meaningful role at a successful, woman-owned DFW company where your organizational talents and service orientation directly impact growth, we'd love to hear from you.

Computer Equipment and Software Requirements:

- Working knowledge of PC
- Microsoft Office with proficiency in Outlook, Word & Excel
- Internet navigation, website login and information research
- Ability to learn and utilize custom software applications

Education and Experience Required:

- **2+ years' experience mechanical / fieldwork service/operations**
- Bachelor's Degree in Business Administration Related Field preferred
- Knowledge in the Wholesale Fuel Business preferred

Job Type: Full-time

Pay: \$24.00 - \$28.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Referral program
- Tuition reimbursement
- Vision insurance

Work Location: In person