

# **Job Description – Delivery Analyst**

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## ***Job Overview:***

- The delivery analyst position is responsible for the following:
  - Analyzing account data for accuracy and efficiency
  - Creating deliveries for customers based on account data using industry software
  - The candidate must possess considerable skills in problem solving, critical thinking and sound judgment

## ***Responsibilities and Duties:***

- Creating deliveries using industry software
- Analyzing account data and trends for accuracy and efficiency
- Exercising sound judgment when modifying accounts
- Performing regular account maintenance including scheduling changes and updating appliance information and usage.
- Time management to adhere to daily, weekly and monthly deadlines
- Coordinating with management to determine best possible solution when issues arise
- Ability to work alone and as part of team

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

- Associate's or bachelor's degree, preferably in a technical or business-related field of study
- Relevant experience preferred
- Familiarity with Microsoft Office products

## ***Competencies:***

- Communication
- Critical Evaluation
- Attention to detail

## ***Available Benefits:***

- Comprehensive benefits package
- 401(k) and profit sharing
- Paid holidays & vacation/sick time

## ***Supervisory Responsibility:***

- None

## ***Work Environment:***

- This job operates in a professional office environment and requires the use of standard office equipment such as computers, phones and photocopiers/scanners

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### ***Physical Demands:***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel; and reach with hands and arms.

### ***Position Type / Expected Hours of Work:***

- This is a full-time position and regular work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. with the ability to work outside of or in addition to those hours as needed

### ***Travel:***

- Travel expectation is approximately 5%

### ***Other:***

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
- Heller's Gas, Inc. is an Equal Opportunity Employer

***Heller's Gas, Inc. is a supplier of propane products and custom fireplaces to residential, commercial, industrial, agricultural and wholesale customers in the Mid-Atlantic Region. Family owned and operated since 1941, Heller's Gas prides itself on providing customers with quality products at an affordable price.***

***If you are interested in joining a rapidly expanding family owned company with excellent opportunities for growth, please contact us to apply or for more information!***

### ***Contact Information***

Heller's Gas, Inc.  
500 N. Poplar Street  
Berwick, PA 18603

Phone: (570) 752-8451

Fax: (570) 752-8456

Apply online at  
[www.HellersGas.com](http://www.HellersGas.com)