

Cota's Propane & Tank Service LLC

Position 1 - Office Admin/Billing

This position works in a Propane office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, printers, fax, email and scanning. Responsibilities include: Phones, Document Sorting, Organizing, Printing and Sorting Tickets, Calling Customers, Processing daily reports, Scanning Documents, Collections. PC skills including Microsoft Office (Excel, Word, Outlook). Daily activities include propane tank refilling. Would give preference to someone who has worked in a Propane Company previously. Full or part time position available, for our growing business. The online system we use is VERTRAX -FUELPAK.

Position 2 - Driver

Our rapidly growing Propane business is looking for a highly motivated driver to join our team. Monday thru Friday and on call rotational schedule. If you have CETP certifications and have worked in the propane industry, preference will be given. Hazmat certification is required. All drivers participate in a drug pool screening. Driver may also do some yard work such as prepping, sleeving and filling propane cylinders for exchange.

To apply, contact:

Cota's Propane & Tank Service LLC

South Hero, Vermont

802-372-8800

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