KIMBRO OIL COMPANY

Job Title: Lubricant Operations Data Clerk
Department: Lubricants Operations
Reports to: Lubricants Manager
FLSA Status: Non-Exempt
Date Prepared: November 9, 2026

The Lubricant Operations Data Clerk is responsible for providing administrative and operational support to the Lubricants Department, with a primary focus on sales order entry, inventory documentation, product transportation coordination, and accurate recordkeeping. This position works closely with warehouse personnel, trucking companies, sales representatives, and customers to ensure timely and accurate processing of orders, shipments, and inventory transactions.

The regular work schedule is Monday through Friday, 8:00 AM to 5:00 PM.

Primary Responsibilities

- Provides daily administrative and clerical support to the Lubricants Department.
- Accurately enters, processes, and maintains customer sales orders in the company's operating system.
- Prepares, organizes, and maintains shipping documents, order records, inventory reports, and other operational paperwork.
- Creates, updates, and distributes reports to support daily operations and departmental needs.
- Assists with coordinating the transportation and movement of lubricant products between warehouses, facilities, and customer locations.
- Communicates with trucking companies and transportation providers regarding shipment schedules, freight arrivals, and delivery documentation.
- Provides timely notifications and confirmations of freight arrivals, ensuring all required documentation is received and processed.
- Assists with daily inventory operations, including tracking product movements, verifying transactions, and maintaining accurate inventory records.
- Works closely with warehouse associates to verify product availability, order accuracy, and shipment information.
- Communicates professionally with customers, sales representatives, warehouse personnel, and transportation providers by telephone and email.
- Responds to customer inquiries regarding orders, shipments, and delivery status, directing issues to the appropriate personnel when necessary.
- Reviews orders, inventory transactions, and supporting documentation for accuracy and completeness.
- Identifies and communicates discrepancies involving orders, inventory, shipments, or documentation to the appropriate supervisor.

- Ensures all paperwork, data entry, and operational transactions are completed accurately and within established deadlines.
- Maintains organized electronic and physical records in accordance with company procedures.
- Maintains confidentiality of all company, customer, and vendor information.
- Demonstrates flexibility and responds productively to changing operational priorities.
- Performs other duties as assigned.

Supervisory Responsibilities

N/A

Qualifications & Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- High school diploma or equivalent required.
- Minimum of two (2) years of experience in transportation, logistics, warehouse operations, or a closely related field.
- Minimum of four (4) years of experience in data entry or administrative recordkeeping.
- Minimum of four (4) years of customer service experience.
- Familiarity with daily inventory operations and inventory management processes.
- General understanding of warehouse operations, product movement, and transportation coordination.
- Experience with sales order entry, shipping documentation, and inventory systems preferred.
- Experience in the lubricants, petroleum, distribution, or related industry preferred.
- Or any equivalent combination of education and experience in job-related activities.

Other Skills

- Strong data entry skills with a high degree of accuracy and attention to detail.
- Excellent organizational, time management, and multitasking abilities.
- Strong written and verbal communication skills.
- Ability to communicate professionally and effectively with customers, vendors, transportation providers, and coworkers.
- Excellent customer service and interpersonal skills.
- Proficiency in Microsoft Office applications, including Excel, Word, and Outlook.
- Ability to learn and effectively utilize company operating systems, inventory software, and order management applications.
- Strong analytical and problem-solving skills with the ability to identify and resolve discrepancies.
- Ability to prioritize assignments, meet deadlines, and manage frequent interruptions.

- Ability to work independently while maintaining effective working relationships with team members.
- Ability to handle confidential information with professionalism and discretion.
- Ability to concentrate, think critically, and learn new processes and procedures.

Work Environment & Physical Requirements

- Position is primarily performed in an office environment within a warehouse or distribution facility.
- Regular use of computers, telephones, printers, and other standard office equipment.
- Work may involve frequent interruptions, changing priorities, and time-sensitive assignments.
- Regularly required to sit, talk, hear, and use hands and fingers for typing and operating office equipment.
- Requires repetitive hand and wrist movements associated with computer and data entry work.
- Occasionally required to stand, walk, bend, reach, and move throughout the office or warehouse environment.
- May occasionally lift, carry, or move materials weighing up to 20 pounds.
- May be exposed to warehouse-related noise, equipment movement, and varying temperatures when entering operational areas.
- Must follow all company safety policies and applicable OSHA requirements while working in or visiting warehouse areas.

Notice & Disclaimer

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive, all-inclusive list of all responsibilities, duties, and skills required for the position. Requirements are representative of the minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.