

## **Davenport Energy, Inc. Software/System Analyst**

Davenport Energy, Inc., is a leading provider of petroleum products and energy solutions for homes and businesses. Davenport is a family owned business based in Chatham, Virginia. With over 75 years of service and growth, Davenport Energy now employs over 145 Team members and has over 25,000 residential, commercial and agricultural customers.

### **Job Summary**

The Software/Systems Analyst works with various company departments to help design, develop and implement Logistic, Marketing, Financial and Operational solutions. The person in this role must have a strong technical background and a good understanding of business practices. The successful candidate will work closely with the Director of Operations and business units to match internal customer needs with existing or proposed products, processes, procedures and where applicable, helping design how it will integrate with our current application infrastructure.

### **Specifically:**

- Maintain internal customer focus effectively serving as a liaison between the business units, IT Director and our technology implementation partners
- Provide advice and consulting on Software and System related issues and design.
- Analyze, develops, and maintains application integration's and coordinates with Director of Operations and IT Director to maintain company infrastructure
- Assist/Train users in application setup and usage
- Data maintenance and creation of operational and financial reports
- Work with Director of Marketing to analyze customer data for reporting statistical information and identifying advertising opportunities to include use of Company's Website
- Work in conjunction with IT Director on Projects and Enhancement initiatives
- Oversees implementation and ongoing maintenance of system mobile technology platform.
- Remains current with software technology. Maintains professional relationships with Company Officers, department directors, staff members and vendors.
- Assures the integrity and confidentiality of company data and records

### **Minimum knowledge, skills and abilities:**

- Bachelor's Degree in Information/Computer Systems or Logistics, or other related field.
- 2-5 years of experience with programming software analysis and design. Experience in database development, application integration and a history in a transportation business
- Good understanding of accounting principles
- Experience required working with ERP systems, SQL Query
- Experience with Advanced Features of Microsoft Excel, Access, including Pivot tables, Macros and advanced formulas.
- Demonstrate strong written and oral communication skills to assist in supporting various users of company software and systems
- Ability to work well both in a team environment and independently
- Knowledge of the Petroleum Industry a plus
- Demonstrate strong problem solving, analytical and organization skills with ability to Manage multiple tasks.
- Valid Driver's License

### **We Offer:**

- Competitive Salary and Bonus Programs
- Comprehensive Health, Dental and Vision Insurance
- 401k Retirement Plan with company match
- Paid Vacation and Sick Pay
- Tuition Reimbursements

Please submit resume to:

Director of Human Resources

[dhigdon@davenportenergy.com](mailto:dhigdon@davenportenergy.com)

EOE/Drug Free Workplace