Dispatcher

Arnold Bros. Transport Ltd.

Job Description

For over 63 years, Arnold Bros. Transport Ltd. has been providing transportation solutions to customers throughout North America using over the road services. We specialize in customers requiring consistent time sensitive solutions.

If you have 3 years' experience in a similar role within the transport industry, are able to work 7 days on/7 days off or have flexibility in working other shifts, are energetic with a positive outgoing personality, look no further, we have just the position for you!

The successful candidate will be responsible for ensuring efficient fleet utilization, communicating with drivers and customers, and monitoring and measuring fleet performance.

Main Duties

- Communicate individual trip instructions/requirements to drivers and partner carriers and monitor shipments to assure successful delivery
- Provide guidance, support, and direction to drivers when required and verify accuracy of trip information submitted
- Ensure loads assigned to partner carriers are executed in a manner that exceeds customer expectations
- Monitor trailer pools and communicate imbalances to stakeholders; coordinate movement of equipment to corporate facilities within maintenance intervals
- Assist in resolving urgent and non-urgent issues and prioritize accordingly
- Monitor fleet safety and compliance issues and communicate to Safety department
- Track and trace shipments and report status to stakeholders and customers as required
- Process cross border documentation on behalf of drivers to facilitate cross-border travel
- Participate in special projects, tasks, and duties that will enhance the candidate's skills and knowledge of the industry
- Handle incoming customer inquiries including scheduling p/u and delivery appointments
- Update service performance information and communicate to stakeholders

Employment requirements

- Minimum three (3) years' work experience in a similar role
- Available to work 7 on/7 off
- Work collaboratively in a team environment
- Attention to detail and accuracy
- Excellent planning and organizing, problem assessment and problem solving skills
- Experience with MS Office specifically in Excel and Outlook (Knowledge in TMW would be considered an asset)
- Excellent multi-tasking & time-management skills
- Positive attitude
- Excellent verbal & written communication skills

What We Offer:

- Fast paced environment and an opportunity to grow within the company
- Competitive salary and benefits
- Positive work environment with a strong focus on a safety culture
- Education Assistance
- Use of a well-equipped gym
- Discounts on many shopping experiences

Location: Winnipeg
Contact Email:
Human Resources
hr@arnoldbros.com