

Job Title

Dispatcher, Trucks

Company Name

Dhindsa Transport Company Ltd

Job Description**Job requirements**

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Ability to Supervise

11-15 people

Work Conditions and Physical Capabilities

Tight deadlines, Physically demanding, Work under pressure, Fast-paced environment, Attention to detail, Repetitive tasks

Personal Suitability

Team player, Flexibility, Effective interpersonal skills, Client focus, Organized, Reliability

Additional Skills

Maintain work records and logs, Perform general office duties, Ensure accuracy of completed time sheets, payroll and other summaries, Ensure proper functioning of equipment, Provide customer service

Business Equipment and Computer Applications

Operate GPS (Global Positioning System) and other navigation equipment, Electronic mail, Spreadsheet

Dispatcher Specific Skills

Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment, Record mileage, fuel use, repairs and other expenses, Operate computer-aided communications and dispatching equipment, Maintain vehicle operator work records, Knowledge of highway trucking and associated rules and regulations, Keep track of shipments, Assist with maintenance of communications equipment, Advise vehicle operators of traffic and other problems, Dispatch personnel according to schedules and work orders

Service Experience

Trucking

Contact Safety@dhindsatransport.com to apply.