




Job Posting for Taxi Dispatcher (1040966)


Taxi dispatcher **ADVERTISED**


Posted on October 02, 2018 by [London Limos](#) 


 Winnipeg, MB


 \$21.67 / hour


 2 Vacancies

 Employment groups: Students, Youth, Visible minorities, Indigenous people, Newcomers to Canada

 Permanent, Full time
40 hours / week

 As soon as possible

 Employment conditions: Early morning, Morning, Day, Evening, Weekend, Night

 Job Bank # 1040966

Job requirements

Languages

English

Education

Other trades certificate or diploma

Experience

1 year to less than 2 years

Ability to Supervise

16-20 people

Security and Safety

Criminal record check, Basic security clearance

Transportation/Travel Information

Valid driver's licence

Work Conditions and Physical Capabilities

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

Personal Suitability

Organized, Reliability, Team player, Flexibility, Excellent oral communication, Effective interpersonal skills

Additional Skills

Monitor personnel workloads and locations, Maintain work records and logs, Perform general office duties, Ensure accuracy of completed time sheets, payroll and other summaries

Business Equipment and Computer Applications

Monitoring and tracking software, Dispatch management service software, Word processing software, Electronic mail, Spreadsheet, Database software, MS Windows, Internet

Dispatcher Specific Skills

Assist with maintenance of communications equipment, Knowledge of cross border dispatching regulations and practices, Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment, Operate radio equipment, Operate computer-aided communications and dispatching equipment, Maintain vehicle operator work records, Keep track of shipments, Follow-up on issues with work orders, Dispatch personnel as required by emergency situations, Dispatch personnel according to schedules and work orders

How to apply

By email:

hr@londonlimos.ca

By phone:

204-488-9590

from 10:00 to 16:00

In person:

1595 Erin Street

winnipeg, MB

R3E 2T2

from 10:00 to 16:00

Intended job posting audience

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

Advertised until:

2018-11-01
