



Dispatcher, Trucks

Description

Dispatcher, trucks

Duties

Tasks

- Ensure accuracy of completed time sheets, payroll and other summaries
- Maintain work records and logs
- Monitor personnel workloads and locations
- Advise vehicle operators of traffic and other problems
- Dispatch personnel according to schedules and work orders
- Dispatch personnel as required by emergency situations
- Follow-up on issues with work orders
- Handle wake-up calls
- Keep track of shipments
- Knowledge of cross border dispatching regulations and practices
- Knowledge of highway trucking and associated rules and regulations
- Maintain vehicle operator work records
- Receive requests for emergency assistance or service
- Record mileage, fuel use, repairs and other expenses
- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment

Closing Date

July 31, 2024

Categories

Services

Employer

SNIS EXPRESS LOGISTICS LTD.

Location

Downtown

Address

995 McPhillips Street Suite 5
Winnipeg, R2X2K3

Job Type

Full-time

Education Level

High School

Wage

\$24.25 - \$24.25

Qualification

Computer and technology knowledge

- Dispatch management service software
- Monitoring and tracking software
- Electronic mail
- Electronic scheduler
- Spreadsheet
- Internet
- MS Windows

Work conditions and physical capabilities

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

Personal suitability

- Excellent oral communication
- Excellent written communication
- Flexibility
- Reliability
- Team player

Email

imandhillon1997@gmail.com