



Dispatcher, Trucks

Description

1. Job Description

2. 1 vacancy
3. Languages: English
4. Education: Secondary (high) school graduation certificate
5. Experience: 1 year to less than 2 years
6. Responsibilities
7. Tasks
 - Ensure accuracy of completed time sheets, payroll and other summaries
 - Ensure proper functioning of equipment
 - 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
 - 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
 - Operate radio equipment
 - Record mileage, fuel use, repairs and other expenses
 - Respond to urgent calls from individual who find themselves in life threatening

Closing Date

December 31, 2024

Categories

Business, Finance and Administration

Employer

Grow More Transport Ltd.

Location

Assiniboine South

Address

West St Paul - 305-611 Northumberland RD, Winnipeg, R4A 3A6

Job Type

Permanent

Education Level

High School

Email

gurpalkhosa51@yahoo.com

situation and who require assistance

- Supervision: 16-20 people; More than 20 people

8. Experience and specialization:

- Computer and technology knowledge
- Dispatch management service software
- Monitoring and tracking software
- Electronic mail
- Spreadsheet

9. Additional information:

10. Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Overtime required
- Repetitive tasks
- Tight deadlines
- Work under pressure

11. Personal suitability:

- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Team player

12. Benefits

13. Other benefits: Free parking available