



TRUCK DISPATCHER

Description

TRUCK DISPATCHER

Duties

- Maintain work records and logs
- Monitor personnel workloads and locations
- Perform general office duties
- Provide customer service
- Dispatch personnel according to schedules and work orders
- Follow-up on issues with work orders
- 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
- Process and transmit information and instructions to co-ordinate the activities of vehicle operators and crews using dispatching equipment
- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment

Supervision

- 5-10 people

Qualification

Computer and technology knowledge

- Dispatch management service software
- Monitoring and tracking software

Closing Date

February 15, 2025

Categories

Services

Employer

RJ HAULERS LTD

Location

Transcona

Address

489 ALMEY AVE
WINNIPEG, R3W1P7

Job Type

Permanent

Education Level

High School

Wage

\$30.10 - \$30.10

- Word processing software
- Database software
- Electronic mail
- Operate GPS (Global Positioning System) and other navigation equipment
- Spreadsheet
- Internet
- MS Windows

Service experience

- Trucking

Security and safety

- Criminal record check

Work conditions and physical capabilities

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

Personal suitability

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