Dispatcher

Description

EFL Transport Inc.

Position: (Position-1)	Dispatcher- Trucks
Terms of Employment:	Permanent, Full Time
Salary: for 35.00 hours per week	$31.50 per hour
Anticipated Start date:	As soon as possible
Location:	1678 Church Ave, Winnipeg, Manitoba, R2X 2W9
Education:	Secondary School certificate
Experience:	7 months to less than 1 year in Trucking

Job Duties:

- 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
- Perform general office duties

Closing Date

October 31, 2026

Categories

Business, Finance and Administration

Employer

EFL Transport Inc.

Location

Assiniboine South

Address

1678 Church Ave
Winnipeg, R2X 2W9

Job Type

Permanent

Education Level

High School

Email

careerwithefl@gmail.com

- Provide customer service
- 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
- 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
- Process and transmit information and instructions to co-ordinate the activities of vehicle operators and crews using dispatching equipment
- Record mileage, fuel use, repairs and other expenses
- Respond to urgent calls from individuals who find themselves in life threatening situation and who require assistance
- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment

Computer and technology knowledge: Mapping and data visualization software. Monitoring and tracking software. Electronic scheduler. Internet. MS Windows

Work conditions and physical capabilities: Ability to work independently. Attention to detail. Fast-paced environment. Repetitive tasks. Tight deadlines. Work under pressure

Personal suitability: Efficient interpersonal skills. Excellent oral communication. Excellent written communication. Flexibility. Organized. Reliability. Team player

How to apply:

Email: careerwithefl@gmail.com