

We are looking for a service-minded Truck Dispatcher to effectively and efficiently facilitate the movement of customer loads on available trucks and carriers. The dispatcher will work closely with a team of dispatchers and sales personnel to solve last minute schedule changes while maintain a professional rapport with customers and drivers.

To be successful in this position, the dispatcher must have the ability to foster and maintain strong relationships with carriers, customers and drivers to reduce stress that comes with last minute schedule changes.

Dispatcher Responsibilities:

- Efficiently dispatch loads to optimize available equipment.
- Coordinate with customers on delivery of their loads.
- Entry of new loads into company dispatch system.
- Create and maintain monthly dispatch reports.
- Tracking the status of loads and updating customers as needed.
- Effectively communicate with customers in a professional manner.
- Effectively communicate with drivers in all types of situations.

Dispatcher Requirements:

- High school diploma, GED or equivalent.
- 1 year experience in a similar role preferred.
- Proficient with Microsoft Office Suite.
- Excellent problem solving skills.
- Excellent communication skills, both verbal and written.
- Strong organizational skills.
- Working knowledge of DOT rules and regulations.
- Ability to learn trucking dispatch software system.
- Ability to work in a team environment in high pressure situations.

