Downloaded from <https://www.velvetjobs.com/job-descriptions/dispatcher>

# Example of Dispatcher Job Description

Our innovative and growing company is looking for a dispatcher. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for dispatcher

* Communicating with office any route issues or delay in service that will affect the call volume
* Assists with communicating inventory control for container delivery and exchanges
* Responsible for dispatching field personnel, complying with the various department procedures
* Monitor field personnel using GPS, radio, cell phones and landline
* The Dispatcher will adhere to the respective job description of the Dispatch Associate when functioning in that assignment
* Must keep current with knowledge of the EMS services available in the area, their capabilities, limitation, locations and accessibility
* Handles radio communications in a prompt, accurate, courteous and professional manner
* Selects and dispatches appropriate vehicle(s) including ALS, BLS, First Responder, Fire Rescue and any other ancillary support units to emergency/non-emergency requests for assistance
* Report data entry as assigned
* Keeps track of locations, status and condition of each unit at all times

## Qualifications for dispatcher

* Must possess the ability to learn Company project management systems
* Studying for a College degree or University Degree
* Technical ability with PCs
* Some knowledge of Cable Television Products and Services including Digital Cable, Internet and Telephone is considered an asset
* Flexibility to work alternate work schedules including evenings and weekends is required
* Ability to use office machines (fax, scanner, copier, zip drive, telephone system)