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# Example of Transportation Dispatcher Job Description

Our company is looking for a transportation dispatcher. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for transportation dispatcher

* To maintain distribution vehicle files and other necessary paperwork, such as IFTA, FHUT, LCV and Over 80,000 on Interstate permits
* To maintain driver files and update any paperwork or reports mandated by D
* Process Monthly random D&A Tests, DOT physical renewals
* Be super user for XATA & Drivecam, check for violations, make any corrections as needed, update sites and drivers, notify driver and supervisors of violations, call tech support when needed, answer drivers call on issues with Xata micro displays or error messages
* Be the point of contact for vehicle accident or worker injury claims and edit any missing information
* To gather fuel gallons and miles driven monthly for benchmarks, reefer refund, cost per gallon, fuel by department reports
* To distribute, request new or deactivate WEX vehicle cards or drivers PINs
* To enter off site distribution payroll hours, make any adjustments, adjust for doubles pay, garage vacation time, verify driver’s timecard for accuracy
* To handle the printers and handhelds - send in for repairs
* P-card cardholder and responsible for paying for distribution purchases, leases, rentals, distributors, and invoices with purchasing card, turn in receipts and invoices for uploading

## Qualifications for transportation dispatcher

* Able to work a flexible shift that may include day/night/weekend hours
* Minimum of 1-3 years of transportation and/or logistics experience
* Must read, speak and write English
* Availability to travel (potential induction period of 2-5 weeks in Hamburg plus visits to Germany)
* Detailed orientation and prioritization skills
* Communication skills - German and English language excellent written and spoken