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# Example of Truck Dispatcher Job Description

Our company is growing rapidly and is looking to fill the role of truck dispatcher. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for truck dispatcher

* Needs to be familiar with delivery areas and must be able to assist drivers in finding jobsites
* Must learn and understand products, product mixes, and additional charges and their proper applications
* Able and willing to work overtime and varying shifts including early mornings, late afternoons, and Saturdays
* Monitor truck drivers Hours of Service, ensuring compliance with all federal and state laws and regulations
* Provide tracking updates to customer, on time pick up & delivery
* A clear understanding of truck driver and equipment locations at all times, and availability status
* Knowledgeable of pricing and market conditions
* Ensure maximum amount of miles each day / week for assigned drivers, in accordance to all federal and state laws and regulations
* Minimize amount of time drivers spend empty or not running, in accordance to all federal and state laws and regulations
* Data entry, accuracy, to ensure a positive customer experience accurate billing and payment

## Qualifications for truck dispatcher

* Ensures that the workplace is kept in a neat, clean, tidy and safe condition
* Provide solutions based, innovative thinking
* Working with the team to achieve company goals and deadlines
* Partner with other Dispatchers and operational team members (all locations) to address all operational issues and/or opportunities
* Provides recommendations to management pertaining to operations, safety, scope of services, technology, or any other aspect of the job that may contribute to the overall growth and success of the company
* Interaction with multiple departments as required