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# Example of Truck Dispatcher Job Description

Our company is searching for experienced candidates for the position of truck 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 truck dispatcher

* Some Reporting & Analysis
* Update customer websites as required
* Assist with haul route development
* Monitor electronic logs for DOT compliance
* Work with Management to ensure DOT compliance (paperwork)
* Assist with permitting of oversize loads
* Assist with third party timecards
* Monitor transport, gravel, concrete, and delivery hauling needs
* Help locate and coordinate trucking fleet to meet demand
* Help track and improve costs of hauling

## Qualifications for truck dispatcher

* DAT / Internet Truck Stop
* Problem resolution and analytical ability
* Will fill in as a driver when need arises
* Train drivers in safe and efficient operations of different trucks
* Must posses an excellent safety attitude
* Must be a conscientious worker, self-motivated and detailed oriented