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# Example of Truck Dispatcher Job Description

Our company is searching for experienced candidates for the position of truck dispatcher. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for truck dispatcher

* Taking orders from customers via telephone or email
* Creating a schedule for company drivers or contacting 3rd party haulers to pick up and deliver loads
* Providing reporting on anything that is not a "perfect" delivery such as, late, cross drop, spill, incorrect product or gallons
* Following escalation protocol for appropriate handling of less than "perfect" loads
* Entering orders in load monitoring software (TMW)
* Managing the Sales team and Customer expectations
* Weekday / weekend on call coverage rotation
* This position is a working foreman position
* Schedule and dispatch trucks for vehicle orders as scheduled
* Communicate with customers to verify vehicle ownership documentation and confirm schedule vehicle pick up

## Qualifications for truck dispatcher

* You react quickly to problems to resolve them before they advance
* Track Insurance monthly to insure they meet Cargills requirements
* Communicate with haulers if they need to update Insurance
* Setup new haulers as needed per Cargills requirements
* Yearly have livestock haulers complete Cargills animal welfare policy
* Bachelors degree or equivalante work experience in related field