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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. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for truck dispatcher

* Answer incoming calls related to dispatch and customer service
* Process and enter documentation data for incoming vehicle purchases into the Car Buy System
* Interview vehicles sellers for missing equipment that may require deductions
* Prepare and review documentation related to the purchase
* Maintain contact with outside Vendors
* Confirm vehicle inventory information with car buy order
* Communicates the action plan and services to be provided directly to the customer
* Ensures work has been performed to the customer’s expectations and performs follow-up with the customer, as needed
* Ensures all deliveries are properly coordinated by geography, weight limits, and customer need
* Coordinates the loading and departure of delivery trucks to coincide with company standards

## Qualifications for truck dispatcher

* 4 years working experience in areas such as Supply Chain, Operations, Production, Cattle, Farming, Logistics, Transportation
* Strong basic computer skills such as Word and Excel
* Ability to work more than 50 hours per week, regular evening and weekend work and on call as needed
* Strong communication skills, verbal and written, by phone and face to face
* Ability to preform well under pressure, establishing priorities to meet deadlines
* Cattle truck dispatching