



Example of Dispatch Operator Job Description

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Our company is looking for a dispatch operator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for dispatch operator

- The ASCC is ADA~accessible and equipped with sit~stand consoles for operators
- Strong computer skills, Ability to type 35~40 wpm
- Ability to use hands and arms in reaching/handling/grasping/fingering while using notepad, computer, telephone, radio and other office machinery
- Strong computer skills Ability to type 35~40 wpm preferred
- Ensure vehicles and drivers are safe prior to loading/unloading Off-loading incoming or loading outgoing materials
- Booking in, labelling of receipts and completing dispatch processes
- Use of lifting equipment for the safe movement of pallets across the warehouse
- Use of Warehouse Management System (WMS) to ensure data integrity including completion of paperwork and application of seals
- Supporting stock check activities
- Recognise where a deviation has occurred and escalate following relevant site process and assist in any investigations

Qualifications for dispatch operator

- Must be able to pass a criminal background and drug screen
- Must have a minimum of six (6) months customer service experience
- Completion of all relevant PPT/FLT daily checks
- Clearly communicate with FLL and/or appropriate channels
- Ensuring that GMP, Quality, Environmental Health & Safety processes are

- Experience of working in a Warehouse environment, ideally within the FMCG industry