



# Example of Dispatch Operator Job Description

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Our innovative and growing company is looking for a dispatch operator. 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 dispatch operator

- Review WB, and DB Drop Release Log
- Real time monitoring of all underground activities using the PITRAM and mine site communication system
- Ensuring that data entered into PITRAM is accurate
- Operate in an environment that focuses on safe, cost-effective production, operational and technical excellence
- Maintaining the PITRAM system to ensure the real time and accurate entry of all underground activities into the database
- This role shall be performed in conjunction with the mining crew on shift
- Carry out communication between all parties that work on the E&P side
- Optimize and maintain the oil system per its design
- Understand how the oil system reacts to upsets and how it recovers
- Be able to effectively collect, store, query, and reflect on data to help optimize the operations

## Qualifications for dispatch operator

- Recognised Forklift Truck License
- High School diploma or equivalent is preferred , 0-1 years of experience
- Knowledge of Underground Mining practices required
- Ability to work safely and effectively in an Underground mining environment required

- Willingness to travel Underground on occasion to see new developments required