



Example of Dispatch Operator Job Description

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

Responsibilities for dispatch operator

- Candidate must be available to work overtime on an on-call schedule basis
- Reviews daily schedules of appointments for day of job installations leveraging the Oracle Field Service System (OFS)
- Provides real time tracking of all field resources
- Assists Field Management with real time updates on days activities and escalates issues and conflicts when needed
- Engages technical support teams to provide advanced troubleshooting while the installers are in the home
- Serves as a single point of contact for the field installers to update job completions, reschedules and adjustments to the day of job activity
- ZE2Open_Reprocess
- COGI Transactions
- VLTR_WB_RELEASE LOG –BOM and ROUTE checking in SAP and legacy system
- Communicate effectively in routine, urgent, and emergency situations

Qualifications for dispatch operator

- Minimum of 1 year experience in a dispatcher role
- Proficient with computers including MS Word, Excel, and database software
- Experience performing dispatching duties preferred
- Have worked in or been around a control room
- Understand basics of marketing and terminology for crude oil

