



Example of Dispatch Supervisor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of dispatch supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for dispatch supervisor

- Assigns activities and special trips to drivers pursuant to established policies and procedures
- Responsible for international shipping initiatives for the company
- Ability to manage a team of dispatchers in regards to strategic transportation duties and initiatives
- Train both dispatch team and fleet drivers on new processes, adjusted processes, or on-boarding
- Responsible in making sure all proper paper work, BOLS, and documentation is collected and uploaded to our internal systems in a timely manner
- Conduct performance reviews for the dispatch team
- Assist the Fleet Supervisor in various trainings, analysis, and company initiatives
- Responsible for addressing, monitoring, and resolving any container shortages "pooled inventory management"
- Maintain routing guide for our processing plant network
- Research and resolve issues as it pertains to freight charges, pick up issues, missing or damaged assets

Qualifications for dispatch supervisor

- Ensure all federal and state DOT regulations are met
- Proactively manage area of responsibility to ensure profitability and take steps to correct as needed

- Ensure KPIs are met and take steps to correct as needed to drive efficiency
- Provide ongoing thought leadership to drive profitability and growth in the business
- Responsible for training, troubleshooting on fleet technology (Xata / XRS)