



Example of Dispatch Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of dispatch supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for dispatch supervisor

- Monitor waiting and active calls
- Assist in modifying calls or SSM plans to meet contract response requirements
- Ensure that OGLs are understood and followed
- Resolve immediate problems in the worksite
- Participate on accumulation of QI data
- Investigate incidents and complaints
- Assist in training and continuing education
- Maintain certification in all areas of Center
- Responsible and accountable for daily compliance of shift to performance standards
- Receives and/or monitors incoming calls and promptly ascertains proper levels of response

Qualifications for dispatch supervisor

- Attention to detail with high standards of accuracy and review
- Demonstrated ability to manage workload of team
- Demonstrated ability to present and effectively communicate with Sr
- Ability to adapt to rapidly changing demands
- 1 year of hospital transporter experience required
- Must have a minimum of 1-3 years of customer service experience in a high-

