



Example of Dispatch Supervisor Job Description

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Our company is growing rapidly and 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

- Receive emergency and non-emergency calls
- Supervisor Driver and Support staff to include up to 30 direct reports
- Relay to the Assistant Project Manager any service levels that may hinder reaching productivity/On time goals
- Analyze the previous day's production reports and weekly trends to incorporate improvements into future plans
- Support a collaborative work environment through continuous communication and relationship building
- Interviews applicants
- Relay to the Dispatch Manager any service levels that may hinder reaching productivity/On time goals
- Driver and Freight Handler Management
- Coordinate Dock Operation and Driver/Freight Handler scheduling
- Ensure quality freight handling procedures are followed

Qualifications for dispatch supervisor

- 2+ years of supervisory experience in transportation or related field
- Prior exposure to fleet maintenance and automobile transport issues
- Bachelor's degree (B.A or B.S.) from a 4-year college or University
- Must possess leadership skills to teach, coach, mentor and motivate direct reports
- Must demonstrate good time management skills with the ability to organize

