



Example of Dispatch Job Description

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Our company is searching for experienced candidates for the position of dispatch. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for dispatch

- Monitor FAA, Industry and Company requirements, ensuring Allegiant is always current, safe and legal
- Maintains assigned programs and processes in an audit ready status
- Analyze and evaluate department audit, self-audit, IEP findings, self-audit and corrective actions
- Assist with Operations Automations team members on Dispatch related training and procedures
- Assist Flight Operations team members on Dispatch related training and procedures
- Read and respond to driver messages
- Resolve problems as they arise
- Provide excellent customer service to drivers, clients, and internal/external business partners
- Meet and/or exceed daily established outbound and inbound call goals
- Ensure adequate staffing levels to reduce overtime costs

Qualifications for dispatch

- Must have Dispatch certificate / License from an Accredited Dispatch School
- Five (5) years dispatch experience in a Part 121 operation environment
- Two (2) year classroom instructor experience in a Part 121 environment
- Excellent verbal, written, and presentation skills with the ability to effectively interact with all stakeholders at all levels of Management

- Makes recommendations and assists in the development and improvement of Qualification and Continuing Qualification programs (Instructor/Employee) including curricula, instructor guides, scripting and training program courseware and student training support material