



# Example of Dispatch Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of dispatch. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for dispatch

- Reviews daily service reports with Hub Supervisors to address performance issues
- Reviews daily service reports to verify service levels are being met
- Conduct hazardous material audits to ensure safe handling information is posted in trailers per DOT regulations
- Reviews safety reports (e.g., Driver Vehicle Inspection Report [DVIR] Car Condition Report [CCR], and Powered Industrial Truck Operator Report [PITO]) to comply with regulations
- Monitors shifter performance to ensure trailers are moved to correct locations in the yard on time
- Verifies trailers are loaded and empty as planned to ensure accuracy
- Keeps attendance records for all workers
- Track our drivers ensuring all deliveries and pick-ups are made as tendered and scheduled, and record arrivals and departures
- Interact with our dispatch department and keep them apprised of driver's status
- Track driver's D.O.T

## Qualifications for dispatch

- Understanding of U.S. , Mexico, and Canada geography developed map reading skills

- Great customer service skills, with an demonstrated ability to address customer needs and requirements, with a sense of urgency and maintain a pace/speed of business
- Must be able to demonstrate decision making and problem solving skills
- Ability to work autonomously as well take direction
- Must be able to work within a dynamic, fast paced, team-oriented environment