



Example of Dispatch Job Description

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Our company is growing rapidly and is hiring for a 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

- Maintains filing systems and paperwork in a neat and orderly fashion
- Submits required reports and paperwork to Operations Manager in a timely fashion
- Notifies the Management team of all changes in route assignments, emergency situations, accidents, breakdowns or any other event that will disrupt service
- Maintains route compliance to tenets of contract
- Coordinates vehicle service schedules with Maintenance Manager to assure uninterrupted service on assigned routes
- Maintains current list of all available cover drivers and spare vehicles
- Properly Check in and Check out operators on a daily basis
- Ensure trip sheets and Driver Vehicle Inspection (DVI) is filled out properly before checking the operator out
- Ensure daily assignment sheet is accurate
- Perform Operator Ride checks when needed

Qualifications for dispatch

- MUST be highly organized and be able to manage unpredictable situations while always keeping the customer in mind
- Computer literate and willing to expand skills when required
- Strong knowledge of SAP and back-office service order reconciliation preferred

subcontractors

- Ability to work flexible shift hours and possibly on the weekends - Preferred
- Minimum of 1 year of related experience in dispatch, data entry, or related field