



Example of Dispatch Job Description

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Our growing company 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

- Verifies driver OS&D and ensures manifest integrity for all loads
- Provides guidance, operational direction, motivation and education for personnel delivery involved with delivery operations
- Collaborates with both internal and external customers to ensure an exceptional delivery experience at a sustainable cost
- Evaluates job performance for employees of assigned department and properly handle personnel issues
- Contact and communicate professionally with customers to establish load appointments
- Assist dispatch/load managers in customer relations
- Enter accurate and complete load information into computer system, including all data necessary for the fleet managers and their drivers to successfully deliver freight on time
- Run reports for Fleet Operations Manager/Terminal Coordinator, including weekly run load status report to monitor timely and accurate pickup and delivery information
- Monitor incomplete trip sheets and secure necessary paperwork to complete billing process
- Administer Company's On Time Pickup and Delivery program

Qualifications for dispatch

- Must have the ability to talk and hear

- Must have the ability to work in a cold cooler environment {36 degrees and below} on occasion
- Must be able to stand for periods of time, bend, stoop, reach, push, pull, squat, turn body and walk
- Must be able to sit for extended periods of time and perform repetitive movements in wrists and arms on a frequent basis
- Working knowledge of Microsoft Email/Excel/Word