



Example of Transportation Dispatcher Job Description

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Our company is hiring for a transportation dispatcher. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for transportation dispatcher

- Dispatch drivers for shipment pick-ups and deliveries
- Update shipment tracking system and maintain timely data integrity
- Prioritize time sensitive cargo
- Meet compliance to regulations internal and external in accordance with government regulations
- Control the number of drivers needed throughout the day and make any necessary adjustments that will maintain the goals set by the company
- Demonstrate familiarity with delivery areas and must be able to assist drivers in finding jobsites
- Observe and advise overall employee safety engagement, (PPE, TRACK, GOAL)
- Assists with proper staffing in connection with the volume of pickup and delivery orders
- Ensure proper follow-through on all directives, bulletins, schedules and accounting from the CarsArrive team and corporate transportation department
- Creates, reviews and posts shipment orders, verifying destination and load contents

Qualifications for transportation dispatcher

- Demonstrated knowledge of basic computer skills, including MS Word and MS Excel

- Previous experience in office related work a plus
- Efficiently operate a computer and the needed software to handle the Transportation Programs and other related online software
- Prior related experience in the industry is a plus