

Dispatcher

Job Description #34772

5/1/2017

Transportation With Mo` Inc.

MS. AVERY



Dispatcher

A dispatcher is as essential to TWM Inc. operation as any driver. Your goal, as a dispatcher, is to make your customer happy and keep your drivers safe.

Duties and Responsibilities

- Dispatchers need to keep track of the progress that drivers make along their routes
- Must follow the route taken by the drivers
- Check drivers in and out time
- Transfer and file drivers records
- Must be able to interact with drivers on a daily basis
- Must be able to handle any request and complaint made by the customers
- Must be able to work on a revolving basis, that includes night shifts, weekends and holidays

Skills and Specifications

- A must have: strong communication skills; they must give
- Precise and clearly instructive
- They must be able to work under pressure
- Very organized and must be able to prioritize
- Adaptable
- Sitting for long periods at a time

Education and Qualifications

- At minimum a high school degree or its equivalent
- Experience as a local long-distance drivers
- Knowledgeable company's operations
- DOT rules and regulations (driving)
- On-the-job training

Stay in compliance with all company policies and procedures; when in doubt see details in your **“Team Guide”

OTHER DUTIES:

Please note this job description is not designed to cover or contain an all-inclusive list of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.