

# **AW3 Enterprises LLC**

## **Dispatcher (*Remote & On-Site*)**

### **Abilities**

1. Load Management - Dispatchers should be able to manage the status of each load, including its origin, destination, and current location.
2. Driver Management - Dispatchers should be able to manage driver schedules, track driver availability, and assign drivers to specific loads.
3. Fleet Management - Dispatchers should be able to manage the status of each truck in the fleet, including its location, maintenance history, and availability.
4. Route Planning - Dispatchers should be able to plan the most efficient routes for drivers to take, based on factors such as distance, traffic, and delivery times.
5. Communication - Dispatchers should be able to communicate with drivers via text, phone, or messaging apps to provide updates or instructions.
6. Real-time Tracking - Dispatchers should be able to track the location of each load and truck in real-time, providing accurate delivery times and updates to customers.
7. Document Management - Dispatchers should be able to manage and store important documents related to each load, such as bills of lading, invoices, and delivery receipts.
8. Reporting - Dispatchers should be able to generate reports on key metrics such as load volume, driver performance, and delivery times, helping to identify areas for improvement.

### **Daily Responsibilities**

1. Delivers items to customers by verifying orders.
2. Inventories stock.
3. Arrange transportation.
4. Organizes item order by editing for price, promotions, and weight compliance.
5. Arranges shipments by checking stock to determine inventory levels, anticipating delivery requirements, and placing/expediting orders.
6. Ships items by examining items, destination, route, rate, and delivery time; ordering carriers.
7. Verifies items shipped by matching bills of lading, reconciling quantities, and noting discrepancies.
8. Keeps customers informed by forwarding notice of item availability, shipment date and method, and current status; answering questions.
9. Protects the organization's reputation by keeping pricing, promotion, purchase order, and credit-limit information confidential.

### Requirements

1. Must have at least a high school diploma or GED,
  2. Must be at least 18 years of age.
  3. Must be willing to work hard.
  4. Must complete ***Introduction to Dispatching*** live training with master dispatcher.
- Relevant experience is preferred but willing to teach the appropriate candidates.

### Key Skills

1. Experience with Microsoft office as well as various load boards such as Central Dispatch, Super Dispatch, etc.
2. Data Entry & Reporting
3. Punctuality & High energy
4. Reliable & able to keep emotional control
5. Great customer service & client engagement
6. Precision to detail & able to multitask
7. Great telephone communication skills

We are looking for many employees to add to our team! Feel free to send your cover letter or resume to [support@aw3enterprises.com](mailto:support@aw3enterprises.com). We hope to hear from you soon, God Bless!

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