



Job Title: Truck Dispatcher

Department: Transportation

Reports to: Transportation Manager

Job Summary:

Responsible for the efficient and timely dispatch of trucks and drivers for 5280 Logistics. Coordinates with customers, drivers, and other departments to ensure optimal load planning and delivery.

Key Responsibilities:

- Assign loads to drivers based on factors such as location, equipment type, and delivery deadlines.
- Monitor driver progress, and communicate with drivers regarding route changes, delays, or emergencies.
- Utilize dispatch software to track shipments, generate reports, and optimize routes.
- Coordinate with customers to provide shipment updates, resolve issues, and ensure customer satisfaction.
- Maintain accurate records of driver service hours, vehicle inspections, and other compliance requirements.
- Collaborate with the operations team to address equipment issues and maintain vehicle availability.

Qualifications:

- High school diploma or equivalent, some college preferred.
- Previous experience in transportation or logistics is a **MUST**.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficiency in dispatch software and other computer applications.
- Ability to work under pressure and meet deadlines.

Desired Skills:

- Knowledge of transportation regulations and compliance requirements.
- Experience with load planning and route optimization.
- Bilingual (English/Spanish) preferred.

Detailed Job Responsibilities

- **Load Planning and Optimization:** Develop load plans to maximize truck capacity and efficiency. Collaborate with the sales team to ensure accurate load estimates and customer requirements.
- **Driver Management:** Conduct driver performance evaluations, provide feedback, and address performance issues. Ensure compliance with company policies, safety regulations, and DOT requirements.
- **Equipment Management:** Coordinate with maintenance to schedule vehicle inspections and repairs with hired carriers. Monitor equipment utilization and identify opportunities for improvement.
- **Emergency Response:** Create and implement comprehensive plans to address and manage emergencies such as accidents, vehicle breakdowns, or severe weather conditions.
- **Cost Control:** Monitor transportation costs, identify cost-saving opportunities, and implement strategies to improve operational efficiency.

Detailed Qualifications

- **Knowledge of DOT regulations:** Understands federal and state regulations related to the trucking industry.
- **Problem-solving skills:** Ability to analyze complex situations, identify solutions, and make timely decisions.
- **Customer service orientation:** Strong focus on meeting customer needs and building positive relationships.
- **Attention to detail:** Ability to accurately track shipments, maintain records, and ensure compliance.

Most Desired Skills

- **Experience with transportation management systems (TMS):** Proficiency in using Ascend TMS software for dispatch, routing, and tracking.
- **Understanding of freight classification:** Knowledge of different types of freight and their handling requirements.
- **Ability to work independently:** Self-motivated and able to handle multiple tasks simultaneously. Remote working is available.

Additional Considerations

- **Compensation and Benefits:** Salary range, \$21 - \$28/hour plus, incentives and bonuses.

PLEASE NOTE:

Truck Dispatcher Application Disclosure

By applying, I authorize 5280 Logistics to collect, use, and disclose my personal information to consider my application for the Truck Dispatcher position.

I understand that my personal information may be used for:

- Evaluating my qualifications for the position
- Conducting background checks (including criminal history, driving records, and employment verification) as permitted by law
- Communicating with me regarding the application process
- Maintaining employment records if I am hired

I authorize 5280 Logistics to obtain and review information from third-party sources as necessary to conduct background checks and verify the accuracy of information provided in my job application. This may include, but is not limited to, employment verification, criminal background checks, and motor vehicle records.