



Truck Dispatcher

Description

Overview

Languages

English

Education

- Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

- Urban area

Responsibilities

Tasks

- Ensure accuracy of completed time sheets, payroll and other summaries
- Maintain work records and logs
- Perform general office duties
- Provide customer service
- Dispatch personnel according to schedules and work orders
- Follow-up on issues with work orders
- Keep track of shipments

Closing Date

July 2, 2024

Categories

Business, Finance and Administration

Employer

BROADWAY TRANSPORT INC.

Location

Inkster

Address

559 CASTLEBURY MEADOWS DR
WINNIPEG, MB Winnipeg, R2R
2X6

Job Type

Full-time

Education Level

High School

Email

dhaliwaldavinder266@gmail.com

- Knowledge of cross border dispatching regulations and practices
- Knowledge of highway trucking and associated rules and regulations
- Maintain vehicle operator work records
- Record mileage, fuel use, repairs and other expenses
- Respond to urgent calls from individual who find themselves in life threatening situation and who require assistance

Additional information

Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Overtime required

Personal suitability

- Flexibility
- Organized
- Reliability
- Team player

How to apply

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

dhaliwaldavinder266@gmail.com

By mail

559 CASTLEBURY MEADOWS DR WINNIPEG,
MBR2R 2X6