



# 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

Transport and Equipment Operators

## 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](mailto:dhaliwaldavinder266@gmail.com)

### **By mail**

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