



Dispatchers Supervisor

Description

Supervisors of supply chain, tracking and scheduling coordination occupations supervise the activities of workers in unit group 13201 Production and transportation logistics coordinators and in sub-major group 144: Supply chain logistics, tracking and scheduling coordination occupations. They are employed throughout the public and private sectors.

- Supervise, plan, assign and review the work of clerks engaged in the following duties: shipping, receiving, storing, distributing and maintaining inventories of materials, parts and products; processing purchasing transactions; coordinating production work; dispatching crews; scheduling transportation crews and routes; and other related activities
- Ensure compliance with policies, procedures for safety and security, standards and regulations in force and participate in their improvement
- Resolve various problems and related complaints and implement corrective measures and process improvements
- Train workers in job duties
- Requisition supplies and materials
- Ensure smooth operation of computer systems, equipment and machinery and arrange for maintenance and repair work
- May conduct performance reviews of supervised workers

Closing Date

July 7, 2024

Categories

Business, Finance and Administration

Employer

7509546 Manitoba Ltd.

Location

Central

Address

145 cartesian gate Winnipeg,
R2P 1W7

Job Type

Full-time

Education Level

High School

Wage

\$25.00 - \$25.00

- May perform the same duties as workers supervised.

Duties

- Supervise, plan, assign and review the work of clerks engaged in the following duties: shipping, receiving, storing, distributing and maintaining inventories of materials, parts and products; processing purchasing transactions; coordinating production work; dispatching crews; scheduling transportation crews and routes; and other related activities
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- May conduct performance reviews of supervised workers
- May perform the same duties as workers supervised.

Qualification

High School, Experience of 1 to less than 2 years.

Email

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