



Internal Posting – Dispatcher

Purpose/Objective of the Position

The Commercial Dispatcher handles all aspects of transport load deliveries; this includes receiving orders, creating and analyzing routes, communicating with drivers and customers, identifying proper sourcing, purchasing fuel and invoicing customers.

Shift

Two positions are available. 1.) M-Th 7am-7pm. Based out of Mountaintop. May work from home at the beginning and end of shift; 2.) Fr-Sun 7am-7pm. May work from home or come on site for the weekend shift.

Responsibilities

- Develop efficient driver routes to minimize miles while hitting customer delivery windows and keeping drivers within hour limits.
- Act as a communication liaison with drivers and customers as issues arise
- Monitor inventory levels and identify when customers need deliveries
- Utilize pricing software to identify best pricing options
- Monitor fuel market and purchase fuel when conditions warrant
- Ensure all broker deliveries are bid and delivered with correct pricing and on date requested
- Perform root cause analysis when needed
- Ensure all loads are invoiced correctly
- Perform other duties as assigned

Qualifications

- High school diploma required
- Ability to work in a team environment in high pressure situations
- Positive & professional demeanor that can thrive in a team environment
- Strong written and oral communication skills are essential
- Ability to multi-task
- Ability to problem solve
- Strong computer skills

If interested, please submit a resume or complete an internal application and give it to Donna Hudak by March 11, 2022. **A referral bonus of \$500 is available for these positions.** See HR for details.

M/F/D/V

EOE