

Senior Dispatcher

Coburn's Transportation Systems Inc. – Whitby, ON

Coburn's is currently looking to hire a full time DISPATCHER.

JOB RESPONSIBILITIES

- Dispatch company drivers and owner operators according to customer instructions
- Regularly communicate with drivers regarding their assignments and direct their activities so that product is picked up and delivered according to time sensitive schedules
- Supporting the Logistics team by seeking & obtaining back-haul, and head haul when required
- In conjunction with the Fleet department ensure that equipment is available and maintained in order to meet business requirements
- Entry of dispatched trips, driver availability and manifest information into TMS system
- Maintain customer relationships

QUALIFICATIONS

- Strong administrative skills including intermediate computer skills
- Working knowledge of Transportation Management systems
- Solid understanding of the highway transportation industry and safety regulations
- The Dispatcher must have strong knowledge of North American geography
- Strong organizational, problem solving, and communication skills
- Flexibility in work duties, willingness to assist others as necessary
- Energetic, motivated and able to work well in a team environment
- As a Dispatcher, the ability to multi task and work well under pressure

This Dispatcher position offers Competitive Compensation, including a comprehensive benefit package and Pension Plan.

RESUME SUBMISSION:

Mackie Moving Systems
Human Resources, Human Resources Department
933 Bloor Street West
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