



WE ARE HIRING

DISPATCHERS & LOGISTICS COORDINATOR

WE ARE SEEKING A MOTIVATED DISPATCHER AND/OR LOGISTICS COORDINATOR TO JOIN OUR TEAM. IN THIS ROLE, YOU WILL BE RESPONSIBLE FOR COORDINATING TRANSPORTATION, COMMUNICATING WITH DRIVERS AND CUSTOMERS, AND ENSURING LOADS ARE SCHEDULED AND DELIVERED EFFICIENTLY.

LOCATION | 15 NOTTING CRT, DARTMOUTH, NS B3B 1N2 **JOB TYPE** | FULL-TIME

RESPONSIBILITIES

- COORDINATE AND SCHEDULE TRANSPORTATION LOGISTICS FOR CLIENT SHIPMENTS
- COMMUNICATE WITH DRIVERS AND CUSTOMERS TO ENSURE SMOOTH OPERATIONS
- PLAN ROUTES USING GPS SYSTEMS AND GEOGRAPHIC KNOWLEDGE
- MONITOR MULTIPLE SHIPMENTS WHILE MAINTAINING ACCURACY AND EFFICIENCY
- RESOLVE SCHEDULING ISSUES AND PROVIDE TIMELY SOLUTIONS
- MAINTAIN ACCURATE RECORDS AND DELIVER EXCEPTIONAL CUSTOMER SERVICE

QUALIFICATIONS

- PREVIOUS DISPATCH OR LOGISTICS EXPERIENCE IS CONSIDERED AN ASSET
- STRONG ORGANIZATIONAL AND MULTITASKING SKILLS
- EXCELLENT COMMUNICATION AND CUSTOMER SERVICE ABILITIES
- PROFICIENT WITH COMPUTERS, GPS SYSTEMS, AND ROUTE PLANNING
- PROFESSIONAL PHONE ETIQUETTE
- ABILITY TO WORK INDEPENDENTLY AND AS PART OF A TEAM
- COMFORTABLE WORKING IN A FAST-PACED ENVIRONMENT
- WILLINGNESS TO LEARN AND GROW WITHIN THE COMPANY

WHAT WE OFFER

- COMPETITIVE SALARY AND COMPREHENSIVE BENEFITS PACKAGE
- MODERN EQUIPMENT AND UP-TO-DATE TECHNOLOGY
- ONGOING TRAINING AND PROFESSIONAL DEVELOPMENT
- SUPPORTIVE, TEAM-ORIENTED WORK ENVIRONMENT
- COMPANY-MATCHED RRSP
- PAID TIME OFF AND REGULAR COMPANY EVENTS



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SEND RESUME TO



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