

## Night Dispatcher Job Description

Document I.D.: 10007-002

Effective Date: Sept. 23, 2016

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### Objective:

To provide information and support to truck drivers.

### Qualifications:

- Excellent verbal and written communication skills
- Computer literate and able to function in an electronic communications environment
- Working knowledge of regulatory compliance requirements
- A commitment to comply with and support safety standards
- Prior dispatch experience is a plus
- Drive truck as needed
- CDL B with Hazmat and Tanker Endorsement
- TWIC and Medical card
- Positive attitude under stress conditions
- History of reliable work performance

### Duties and Requirements:

- Organize, control, and manage the successful delivery of customer orders
- Compliance with all regulatory and company policies and procedures
- Make sound business decisions in driver deployment
- Understand the importance and value of effective customer relations and satisfaction to the success of the business

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Signature Required:

Pay Rate: \$\_\_\_\_\_ per \_\_\_\_\_

Signature:	
Date:	

## Revision History

Rev #	Date	Description	Approver/Contributor/Writer
001	Sept. 23, 2016	Document created	Ava Fails
002	October 20, 2016	Contributor added and draft finalized.	Ava Fails/Rosemary Mejia-Torres

