

# Sunrise Express

<https://www.sunriseexpress.com/job/twin-falls-dispatcher/>

## Twin Falls Dispatcher

### Description

Process and transmit information and instruction to facilitate the activities of drivers and freight commercial work.

### Responsibilities

Assign vehicles and drivers according to factors such as length and purpose of trip, freight or time requirements, and preference of customer; record times of departure, destination, cargo, and expected time of return – written and computer input; investigate overdue vehicles; direct activities of the drivers via Qualcomm (ELD), telephone, and one on one communications; confer with customers to expedite or locate missing, misrouted, delayed, re-routed, or damaged merchandise; establish delivery or service routes; book freight and identify conditions of pickups and deliveries; and other responsibilities assigned as needed.

### Qualifications

Excellent verbal and written communication skills; professional personal presentation; customer service orientation; good information management; good organization and planning; attention to detail; strong initiative; good reliability; ability to tolerate stress; high school diploma or GED; ability to multi-task, schedule, and coordinate delivery appointments; knowledge of computers and relevant software applications; knowledge of customer service principles and practices; keyboard skills; and preferred 2+ years experience in the transportation industry.

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### Hiring organization

Sunrise Express

### Date posted

March 1, 2022