

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

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