

# D&B Trucking..... Tacoma, WA 98421 (253) 383-3860

## **Transportation dispatch position**

45-50 Hour work week

Must be proficient in Microsoft Office

High School diploma or GED

2 Years' Experience in Dispatching or similar role ( port exp. a plus )

Salaried Position \$ 42K +++ DOE

We offer our employees a benefit package that includes health, dental, vision, retirement plan as well as Vacation and accrued sick / PTO time.

English (reading, writing, speaking)

## **Essential Duties and Responsibilities**

- \* Schedules and communicates expectations to drivers. Including pick up / delivery time schedules / locations and on time expectations for a fleet of 20-30 trucks.
- \* Provide consistent and professional communication with drivers and customers at all times.
- \* Utilizes various sources of communication for scheduling. Including: internet, email, two way radios, text message.
- \* Have knowledge of DOT regulations and hours of service
- \* Audit all documentation for completeness and accuracy.

## **Position requires:**

- \* Ability to work in a fast paced environment
- \* Highly developed organizational skills
- \* Ability to conduct professional relationships with drivers and customers
- \* Requires the ability to solve problems, dispatch trucks, track loads and provide customer service.
- \* Ability to balance multiple duties and maintain attention to detail
- \* Knowledge of the industry and the services offered.
- \* Must have the availability to work a variety of shifts: Days, evenings, nights and weekends and holidays if the need requires.
- \* Ability to adapt to changing priorities.
- \* Perform other duties as assigned.

Send Resume to

Shelley@dandbtrucking.com