

Mr. Mulch, Inc.

Dispatcher

JOB STRUCTURE

Department: JP Transport

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: JP Transport General Manager

Grade/Level:

Amount of Travel Required: No travel required

Work Schedule:

Positions Supervised:

Will vary per Shift

POSITION SUMMARY

The Dispatcher handles all organizing and managing of delivery schedules, driver concerns as pertains to deliveries and logistics of material movement on an efficient and effective schedule.

ESSENTIAL FUNCTIONS

- Schedule and manage all orders for delivery.
- Schedule and manage all drivers.
- Check delivery spread sheet against tickets to make sure all tickets are present.
- Ensure drivers are complying with standard company policies and procedures.
- Check billing and make sure all deliveries are billed and hours are billed
- Communicate non-payment of COD Orders to the Accounting Department.
- Effectively communicate with the Purchasing Manager concerning all vendor phone calls related to inventory product shipments.
- Complete 30 day, 90 day, and 6 month driver reviews.
- Log all drivers log sheets in Fleetmate software for hour tracking and file accordingly.
- Complete other duties as assigned by the JP Transport Manager.
- Log all fuel receipts from our fuel provider, Englefield and Fuelman into Fleetmate and then file accordingly.
- Input weekly driver schedules.
- Help interview/evaluate/give input regarding potential driver candidates when solicited by the Personnel Manager.
- Maintain a clean, organized work space.
- After end of month put all fuel receipts and all over the road tracking into fed-ex package before the fifth of the month and mail to Robin at J.J. Keller.
- Obtain orders from the Operations Manager, check for accuracy and then create a delivery packet by using DeliveryPoint software. Then file in proper days' delivery slot or assign to driver.

QUALIFICATIONS SKILLS & ABILITIES

Computer Skills

Must be possess fluency in many computer functions and familiarity with common business software including, but not limited to: Microsoft Excel, Microsoft Word, Microsoft Outlook, Microsoft PowerPoint, and CounterPoint. Must also be adept at using the internet as a resource.

PHYSICAL DEMANDS

Physical Abilities

		Lift/ Carry	
Stand	F (Frequently)	10 lbs or less	O (Occasionally)
Walk	F (Frequently)	11-20 lbs	N (Not Applicable)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)
Handling/Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)	Push / Pull	
Crawl	O (Occasionally)	12 lbs or less	N (Not Applicable)
Squat or Kneel	O (Occasionally)	13-25 lbs	N (Not Applicable)
Bend	O (Occasionally)	26-40 lbs	N (Not Applicable)
		41-100 lbs	N (Not Applicable)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Aware of dangerous moving equipment and vehicles.)

Sense of Smell

WORK ENVIRONMENT

The Dispatcher will work in an office environment most of the time with contact with drivers in an outside environment as needed.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.