



JOB DESCRIPTION

JOB TITLE: Dispatcher
REPORTS TO: Dispatch Supervisor
CLASSIFICATION: Non-Exempt / Temp-to-Hire

JOB SUMMARY:

The Dispatcher position will be in constant contact with high profile customers; routing drivers and independent contractors, scheduling pickup and delivery appointments, maintaining customer container pools, updating the Terminal Management System, and monitoring driver performance.

ESSENTIAL FUNCTIONS:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Handle all incoming calls and deal directly with drivers, couriers and clients.
- Dispatch drivers for prompt pickups and deliveries.
- Data entry of orders into our transportation management system (TMS) Trinium.
- Maintain an accurate dispatch board in TMS.
- Monitor all shipments to insure pick-up and delivery deadlines are met.
- Monitor and maintain accurate onsite reports for each account.
- Help support our customer's unique stock, transportation and inventory needs.
- Send out weekly and daily projections for deliveries.
- Call drivers and update all driver activity in TMS, in real time.
- Track and update container availability for each account in TMS.
- Research all unfinished loads in TMS daily.
- Perform other duties as assigned by manager.

ESSENTIAL QUALIFICATIONS:

- High School Diploma
- 2-3 years of Transportation support (Dispatch) experience required.
- Container or Port / LTL experience a major plus.
- Knowledge of Trinium TMS also a plus.
- Excellent computer skills. (Access, Excel, Outlook, and Internet.)
- Commitment to excellence and high standards.
- Excellent verbal and written customer service/communication skills.
- Familiar with trucking terminology.
- Acute attention to detail.
- Good judgment with the ability to make timely and sound decisions.
- Ability to work with all levels of management.
- Strong organizational, decision making, and problem-solving skills.
- Able to manage priorities, workflow, and a high level of responsibility.

WORK ENVIRONMENT:

- Versatility, flexibility and a willingness to work with diverse people and situations, in a consistently changing environment.

Wage/Salary:

DOE

Please submit your resume to fgomez@gsclogistics.com

600 Powell Ave S.W. Renton, WA. 98057