

Dispatch Assistant – Administrative

Duties:

- Responsible in providing accurate and efficient record keeping for all delivery orders
- Complete Administrative duties experience
- Answer calls and respond to customers
- Answer customer's questions and provide information on delivery times, trucking information & polices
- Communicate with asphalt plant manager and asphalt sales department regarding order preparation, inventory issues, vehicles, truck loading, etc.
- Uphold office cleanliness standards
- Adhere to all health and safety procedures
- All other related duties

Qualifications/Requirements:

- Excellent Customer Service skills
- Ability to effectively communicate both orally and in writing
- Excellent problem solving and organizational skills
- Fast learner and can multi-task
- Able to work in a fast-paced environment during asphalt season
- Ability to learn the delivery areas to coordinate driver's deliveries
- Skilled in map reading: Able to learn Zonar system
- Be computer proficient
- Strong team player yet still able to work independently with minimal supervision
- Be cheerful and ready to come to work with a positive attitude