truck dispatcher

Cheema Trucking

Job ID
9676

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LOCATION	DATE POSTED	EXPIRY DATE
suite 140 6040 47 Avenue, Red Deer, AB| Alberta	21-05-2026	16-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD	Experience an asset	Secondary (high) school graduation certificate

Job Details

truck dispatcher

Cheema Trucking

Job details

Location Red Deer, ABT4N 1C2
Work location On site
Salary36.00 hourly / 35 to 40 hours per week
Terms of employment Permanent employment Full time
Early morning, Morning, Day, Evening, Weekend, Shift
Starts as soon as possible
vacancies 1 vacancy

Overview
Languages

English
Education

Secondary (high) school graduation certificate

Experience

Experience an asset
On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Maintain work records and logs
Monitor personnel workloads and locations
Provide customer service
Advise vehicle operators of traffic and other problems
Follow-up on issues with work orders
Maintain vehicle operator work records
Process and transmit information and instructions to co-ordinate the activities of vehicle operators and crews using dispatching equipment
Record mileage, fuel use, repairs and other expenses
Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment

Experience and specialization

Service experience

Trucking

Additional information

Work conditions and physical capabilities

Attention to detail
Fast-paced environment
Repetitive tasks
Tight deadlines
Work under pressure

Personal suitability

Client focus
Efficient interpersonal skills
Excellent oral communication
Flexibility
Organized
Reliability
Team player

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for newcomers and refugees

Support for youths

Support for Indigenous people

Who can apply for this job?

You can apply if you are:

a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By email
kishancheema@hotmail.com

By mail
6040 47 Avenue suite 140
Red Deer, AB
T4N 1C2

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