



Dispatcher, trucks

Posted by Elrancho Inc.

Posting Date : 04-Sep-2025

Closing Date : 24-Sep-2025

Location : Saint-Quentin

Salary : \$25.06 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ4597571

Job Description:

Title: Dispatcher, trucks

Employer: Elrancho Inc.

Address: 6917 RTE 17 suite CP 1321 Saint-Quentin, NB E8A 1A2

Wages: \$25.06/hour

Vacancies: 1 vacancy

Joining: As soon as possible

Employment type: Permanent employment, Full time

35 to 40 hours /week

Employment conditions: Day, Flexible Hours, Morning, Shift, Weekend

Overview

Languages

English

Education

- Secondary (high) school graduation certificate

Experience

1 to less than 7 months

On site

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

Responsibilities

Tasks

- Ensure accuracy of completed time sheets, payroll and other summaries
- Maintain work records and logs
- Monitor personnel workloads and locations
- Perform general office duties
- Provide customer service
- Communicate with ships, aircraft and other remote operations
- Dispatch personnel according to schedules and work orders
- Follow-up on issues with work orders
- Knowledge of cross border dispatching regulations and practices
- Knowledge of highway trucking and associated rules and regulations
- Maintain vehicle operator work records
- Process and transmit information and instructions to co-ordinate the activities of

vehicle operators and crews using dispatching equipment

- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment

Experience and specialization

Computer and technology knowledge

- Word processing software
- Electronic mail
- Electronic scheduler

Benefits

Other benefits

- Free parking available

How to apply

By email

elranchotruckingjobs@gmail.com

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: elranchotruckingjobs@gmail.com

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