

Dispatcher, trucks

Posted by Elrancho Inc.

Posting Date: 16-Oct-2025

Closing Date: 05-Nov-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 TimeJob ID: DISJ3765017

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

- EEEEE 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
- EEEEEE Communicate with ships, aircraft and other remote operations
- ∈ ∈ ∈ ∈ ∈ E Dispatch personnel according to schedules and work orders
- ∈ ∈ ∈ ∈ ∈ Follow-up on issues with work orders
- EEEEEE Knowledge of cross border dispatching regulations and practices
- EEEEEE Knowledge of highway trucking and associated rules and regulations
- ∈ ∈ ∈ ∈ ∈ Maintain vehicle operator work records
- EEEEEE Process and transmit information and instructions to co-ordinate the activities of

vehicle operators and crews using dispatching equipment
• eeeeee Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment
Experience and specialization
Computer and technology knowledge
●eeeeee Word processing software
• eeeee Electronic mail
•eeeeee Electronic scheduler
Benefits
Other benefits
•eeeeee Free parking available
How to apply
By email
elranchotruckingjobs@gmail.com
Who can apply to this job?



The employer accepts applications from:

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

Posted on Disabled job Portal