



<b>Job Title:</b>	Dispatcher	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Operations	<b>Job Code/ Req#:</b>	FORWARD 002
<b>Location:</b>	Houston, TX	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	Negotiable	<b>Position Type:</b>	Full-time
<b>HR Contact:</b>	John Forward	<b>Date Posted:</b>	02/24/2019
<b>Will Train Applicant(s):</b>	Experienced, Training Provided	<b>Posting Expires:</b>	03/31/2019
<b>External Posting URL:</b>	www.forwardtruckingllc.com		

**Job Description**

Forward Trucking, LLC is seeking a professional, experienced Dispatcher to communicate effectively with our team of professional truck drivers from our Houston location. The perfect candidate will be a team player with a strong work ethic, integrity, and initiative.

**SUMMARY:**

Directs and coordinates activities related to truck shipments of product for the Houston location, including scheduling deliveries with customers and drivers, directing activities of truck loaders and processing paperwork as required for each delivery and assisting in plant utility activities as needed. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**RESPONSIBILITIES**

- Receives telephone and written work orders, relays delivery requirements to drivers, requests, messages, and information to appropriate personnel or departments (communications with customers)
- Coordinate shipments/deliveries with drivers based on customer demand and drivers available hours.
- Direct loaders in a safe manner in the truck loading process by informing them which trucks are to be loaded with which product.
- Coordinate equipment availability with Mechanics. • Generate and complete paperwork (i.e. Bills of Lading, Certificates of Analysis) as per customer and Forward Trucking LLC requirements.
- Supervise Driver activities (i.e. monitoring Guarantee, Hours of Service Records)
- Complete Daily Reports (i.e. Tank Inventories, Loads Shipped and Commodity)

**QUALIFICATIONS**

Qualified applicant must be a team player with excellent communication skills. Intermediate PC, internet, email, and computer skills required. Bilingual preferred (English/Spanish).

**EDUCATION and/or EXPERIENCE**

High school diploma. Experience in safety, trucking, heavy equipment operation and barge operations is preferable. Knowledge of DOT regulations.

**WORK ENVIRONMENT**

Fast-paced transportation office environment.



**WORK HOURS AND AVAILABILITY:**

Designated work location at office for an average of 40 hours per week. Off most weekends but must be available for emergency situations.

**JOB PERFORMANCE STANDARDS:**

The following is a comprehensive list of the specific criteria by which a person in this position will be measured and graded for their performance:

Deliveries are accurately scheduled and delivered on time.

Ability to work effectively as a part of a team and/or individually.

Maintain positive driver relations.

100% adherence to all safety and legal regulations

Equipment tracking, maintenance, and reporting..

All internal and external reports are accurately completed and submitted in a timely manner.

Ensure that all Company policies and procedures and Standard Operating Procedures are adhered to.

Empty rectangular box for additional notes or comments.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time