

HEDBERG LANDSCAPE AND MASONRY SUPPLY

POSITION: Dispatcher
DEPARTMENT: Plymouth
REPORTS TO: Dispatch Supervisor

STATUS: Hourly ___X___ Fulltime ___X___

WORK SCHEDULE: Mon-Fri + 2 Saturdays/Month

PRIMARY DUTIES AND RESPONSIBILITIES:

The Dispatcher plays an integral role in the Hedberg mission of supporting customers by being the front-line customer service coordinator in regard to order deliveries. This position assists with the coordination of all driver activities while maintaining a safe environment with adequate controls to ensure accurate and timely deliveries.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

Experience: Experience in a dispatch environment
Experience in schedule management
Basic knowledge of construction projects

Technical/Computer Skills: Operation of PC, phones, radios, system terminals
Experience with automated inventory management systems
Operation of forklifts, skid steers, scale, front end loaders helpful
Understanding of Microsoft Office Suite (Excel, Word, Outlook)

Physical Demands/Requirements

Carry/push/pull 75 pounds, sitting, stair climbing, stooping, kneeling, crouching, reaching, handling

Other Desired Requirements:

Proven ability to work in a fast-paced environment and to multi-task; experience giving staff direction; interpersonal skills; oral and written communication; experience planning and organizing; uses good judgement; ability to treat internal and external customers with respect