



Pride Group LOGISTICS

Your Worldwide Partner in Transport

Job Title:	Dispatcher	Position Type:	Full Time
Department/Group:	Operations	Travel Required:	None
Location:	6550 Danville Rd. Mississauga ON	Date posted:	July 8, 2015
HR Contact:	Peter Borawski	Posting Expires:	Until filled

Applications Accepted By:

FAX OR E-MAIL:

905-564-7458 ext 271 or 416-820-9076 or
peter@pridegrouplogistics.com
 Subject Line: Polish/Russian/Ukrainian Language
 Dispatcher

Attention: Peter Borawski

ADDRESS:

Pride Group Logistics Ltd.
 6550 Danville Rd. Mississauga ON
 L5T 2S6
 905-564-7458 ext 271

Job Description

ROLE AND RESPONSIBILITIES

- Schedule and dispatch workers, work crews, equipment, or service vehicles to appropriate locations according to customer requests, specifications, or needs, using radios or telephones.
- Arrange for necessary repairs in order to restore service and schedules.
- Relay work orders, messages, and information to or from work crews, supervisors, and field inspector.
- Confer with customers or supervising personnel in order to address questions, problems, and requests for service or equipment.
- Prepare daily work and run schedules.
- Receive or prepare work orders.
- Monitor personnel and/or equipment locations and utilization in order to coordinate service and schedules.
- Record and maintain files and records of customer requests, work or services performed, charges, expenses, inventory, and other dispatch information.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- At least 3 years' experience required in same or similar position.
- Familiarity with North American geography and routes.
- Familiarity with Southern Ontario inbound and outbound lanes.

PREFERRED SKILLS

- Knowledge of Russian, Polish or Ukrainian languages a necessity in addition to English.