

COMERCIAL TRUCK DISPATCHER

Required for full-time, permanent position. 40 +hours per week, Mon-Fri.

Duties will include:

- Arrange and issue daily work assignment for gravel trucks
- Arrange and issue daily work assignment for equipment movement via lowbed/ tippy trailer
- Take and coordinate gravel orders and retail gravel sales
- Run computer scale & billing system
- Semi-monthly gravel invoicing
- Assist with regular monthly invoicing

As lead dispatch, the successful candidate will work with the Construction Manager, Site Superintendents, and others to plan and complete the operations of a fleet of HD commercial trucks. The sale and delivery of gravel is included in the job requirements. In addition, invoicing and accounting related to these functions is also required. This position is a year-

round opportunity, working in an office setting.
Benefits included:

- Competitive wage
- Medical/ dental/ life insurance package
- Annual vacation
- RRSP matching program

Come join our team in a fast paced, friendly environment.