

Dispatcher-Fixed Term

Job Category: Logistics

Requisition Number: DISPA001071

Apply now

Posted: December 1, 2022

Full-Time

Nanoose Bay, BC V9P9A3, CAN

Job Details

Description

The Opportunity

Mosaic is seeking a temporary **Dispatcher** to work out of our Nanoose Bay office on Vancouver Island, British Columbia. This is a 2-year fixed-term position.

The Role

Reporting to the Fleet Supervisor, the Dispatcher will plan loading, transit and delivery schedules for centralized dispatch log truck fleet management. Additional duties encompass driver onboarding administration, telematics administrative support and truck schedule system testing.

Specific responsibilities include but are not limited to:

- Scheduling daily land-based log transportation – load plans, hauler schedule, delivery schedule, dispatching, monitoring driver activity, communicating with drivers and operators in the field, and database input;
- Administering driver onboarding and training for telematics system utilization;
- Providing telematics administrative support;
- Completing updates and testing for the truck scheduler system; and
- Maintaining records and database.

Required Skills and Experience

- 1+ years forest industry experience in fleet dispatching or office administration;
- Office administration or logistics related training;
- Proficiency in Microsoft Office products including Word and Excel;
- Superior organization, attention to detail and time-management skills;
- Demonstrated commitment to safety;
- Good communication and interpersonal skills; and
- Action and results oriented team player.

What You Get

At Mosaic, we are proud of our highly collaborative, respectful, and innovative work environment. Our employees are empowered with high levels of role autonomy and the ability to make decisions and lead change.

To Apply

Visit mosaicforests.com/careers and click on the **Job Opportunities** to apply. This position will remain posted until filled.

Mosaic Forest Management is an inclusive workplace. If you require accommodation, at any point during the recruitment process, please email careers@mosaicforests.com.

About Mosaic Forest Management

Mosaic Forest Management Corporation is in the business of sustainable forest stewardship, managing private timberlands and Crown forest tenures in Coastal British Columbia for more than a century.

Mosaic employs several thousand people directly and indirectly, and is committed to achieving positive economic, social and sustainability outcomes from the working forest.

The Mosaic land base spans across beautiful Vancouver Island. Beyond generating strong economic returns, we manage our private forest lands to protect the cultural values of our Indigenous partners, provide sustainable forest stewardship and environmental services, and offer a variety of recreational opportunities, scholarships, and donations to our neighbouring communities.

For more information, visit [MosaicForests.com](https://www.MosaicForests.com).

Mosaic Forest Management and COVID-19

Mosaic Forest Management is committed to taking every reasonable precaution to provide a safe work environment to protect the health and safety of its employees, contractors and other applicable third parties from the risks of COVID-19.

In keeping with this commitment, all Employees must be Fully Vaccinated *and* must provide sufficient proof of COVID-19 vaccination to Mosaic (e.g., vaccination/immunization cards or records or their BC Vaccination Card).

If employees are unable to be fully vaccinated due to a medical or other reason protected by the B.C Human Rights Code, they may be eligible to request an accommodation.

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Mosaic Forest Management [🔗](#)