

Job Summary:

We are currently looking for Dispatchers to dispatch drivers throughout our network & who can assist in record-keeping support for our Network Planning Dept.

Job Duties:

- Communicate assignments to Drivers
- Update ETYMS to ensure accurate, current data
- Compile data and submit reports in a timely manner
- Maintain accurate contact information to include Driver phone numbers, Terminal contacts, Terminal dispatch hours, weekend dispatch hours, etc.
- Update unit information in VTIMS

Job Specifications:

- High school graduate or equivalent
- Minimum 1 + year(s) of dispatching experience; or an equivalent combination of training and experience
- Understanding of maps, US geography, and distance calculations
- Ability to effectively manage time and priorities
- Excellent communication and customer service skills, call center skills
- Familiarity with automobile makes and models is a plus
- Proficient in the use of computers and software to include Microsoft Office Suite (Word, Excel, Outlook, Social Media.
- Proficient typing skills
- Work with Optimization Software to plan drivers across the Jack Cooper U.S. Terminals
- ****MUST be able to work some weekends & holidays****
- In person position

Benefits:

- Company paid benefits – medical, dental, and vision for employee and the family
- Paid time off – Sick and Vacation
- Paid Holidays
- 401k

For more information please give us a call at 800-569-5201 or please visit our website www.jackcoopernews.com/apply-1