



"JOYRIDE SERVICES" d.o.o.

## Truck Dispatcher

---

Position: Truck Dispatcher

### JOB DESCRIPTION:

- Scheduling and dispatching drivers, work crews, vehicles, or equipment to appropriate locations according to predetermined schedules, customer requests or immediate needs
- Relaying information such as work orders or other messages to and from work crews, field inspectors, supervisors, or emergency personnel
- Speaking with supervisors or customers to resolve problems, requests for services or equipment
- Preparing daily work such as schedules, reports and shift updates
- Preparing work orders for crew or receiving work orders from work crews
- Keeping and organizing work requests, customer requests, completed work requests, charges for work performed, expenses for services performed, inventory records and other information
- A large part of the job is based on intuition and thorough knowledge of the industry and the company

### REQUIREMENTS:

- Previous dispatching, or closely related experience, in the transportation industry preferred
- Willing to learn company-specific computer programs
- Proficient in English (oral and written)
- Outstanding organizational and multitasking abilities
- Active listener with excellent communication skills

### BENEFITS:

- Competitive salary
- Opportunity for promotion
- 4 weeks of paid vacation

If all of this sounds like you'd be a good fit, apply TODAY!

Job Type: Full Time

**Lokacija:** Sarajevo

**Datum objave:** 12. Dec 2024.

**Datum isteka:** 11. Jan 2025.