



OTE is searching for a motivated Dispatcher who reports and works under the direction of the Logistics Manager. The candidate must be an excellent multitasker with exceptional communication and time management skills.

Dispatcher

Type	Full-time
Closing Date	July 7, 2021
Hours of Work	40 hours weekly
Wage	\$45k - \$55K

Responsibilities will Include:

- Work in a fast-paced environment for a rapidly growing Fuel Delivery Company
- Must have transportation experience
- Shift work including some weekends and holidays, hours to be determined
- Keep records, monitor drivers' daily logs for errors or violations and monitoring their working hours and equipment availability.
- Keep tabs on the weather at all drivers' locations to be able to flag potential issues
- Driver Payroll
- Create all drivers' schedules
- Strong problem-solving skills required
- Attention to detail is a must
- Other duties as assigned

Qualifications:

- Experience in dispatching and planning
- Knowledge of Microsoft Word and Excel

Skills and Abilities

- Strong time management skills, ability to prioritize and meet deadlines
- Excellent verbal and written communication skills
- Ability to multi-task and work in a fast pace team environment
- Mathematical and analytical skills

As a First Nations Employer, we are committed to diversity and an inclusive workplace. We will recruit the best qualified candidates based on skills, experience, qualifications, and competencies required for the position. Interested candidates are encouraged to submit a resume outlining their qualifications and work experience to; Gary.loft@originaltradersenergy.com