



Dispatchers Supervisor

Posted by: Checker Cab & Deliveries

Posting date: 24-Jun-2024 **Closing date:** 21-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Richibucto

Salary: \$27.79 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ5549087

Expired

Job description:

Job Description:

Location: 3 Homestead Dr. Richibucto Road, NB E3A 6X7

Salary: \$27.79 hourly

Vacancies: 1

Terms of employment: Permanent employment, Full-time, 30 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Early Morning, Evening, Morning

Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Responsibilities

Tasks

- Co-ordinate activities with other work units or departments
- Prepare and submit reports
- Arrange for maintenance and repair work
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Recruit and hire staff
- Train workers in duties and policies
- Arrange training for staff
- Conduct performance reviews
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Organize and maintain inventory
- Plan, organize and oversee operational logistics of the organization
- Establish work schedules and procedures

Supervision

- 5-10 people

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail

Personal suitability

- Accurate
- Client focus
- Efficient interpersonal skills

- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Team player

How to apply

By email: charles.youssef1@gmail.com

Posted on canadianjobportal.com