



## Dispatcher, trucks

**Posted by:** Elrancho Inc.

**Posting date:** 28-Apr-2025      **Closing date:** 18-May-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Saint-Quentin

**Salary:** \$25.06 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5946693

Expired

## Job description:

**Title:** Dispatcher, trucks

**Employer:** Elrancho Inc.

**Address:** 6917 RTE 17 suite CP 1321 Saint-Quentin, NB E8A 1A2

**Wages:** \$25.06/hour

**Vacancies:** 1 vacancy

**Joining:** As soon as possible

**Employment type:** Permanent employment, Full time  
35 to 40 hours /week

**Employment conditions:** Day, Flexible Hours, Morning, Shift, Weekend

## Overview

### *Languages*

English

### *Education*

- Secondary (high) school graduation certificate

### *Experience*

1 to less than 7 months

### *On site*

Work must be completed at the physical location. There is no option to work remotely.

## Responsibilities

### *Tasks*

- Ensure accuracy of completed time sheets, payroll and other summaries
- Maintain work records and logs
- Monitor personnel workloads and locations
- Perform general office duties
- Provide customer service
- Communicate with ships, aircraft and other remote operations
- Dispatch personnel according to schedules and work orders
- Follow-up on issues with work orders
- Knowledge of cross border dispatching regulations and practices
- Knowledge of highway trucking and associated rules and regulations

- Maintain vehicle operator work records
- Process and transmit information and instructions to co-ordinate the activities of vehicle operators and crews using dispatching equipment
- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment

## Experience and specialization

### *Computer and technology knowledge*

- Word processing software
- Electronic mail
- Electronic scheduler

## Benefits

### *Other benefits*

- Free parking available

### How to apply

#### By email

[elrancho truckingjobs@gmail.com](mailto:elrancho truckingjobs@gmail.com)

### Who can apply to this job?

#### The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [elrancho truckingjobs@gmail.com](mailto:elrancho truckingjobs@gmail.com)

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