



## Crew Dispatcher

**Posted by:** Ratti's Moving & Storage Inc.

**Posting date:** 17-May-2025      **Closing date:** 13-Nov-2025

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

**Language:** English

**Job location:** Rocky View

**Salary:** \$36 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4079515

## Job description:

**Permanent, Full-time Employment (30-40 hours per week)**

**Day, Early Morning, Evening, Morning, Weekend**

**Starts as soon as possible**

**Location:**

- Location 261065 Wagon Wheel Way, Rocky View, ABT4A 0E2

**Languages:**

- English

**Education:**

- Secondary (high) school graduation certificate

**Experience:**

- 2 years to less than 3 years

**On site:**

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

**Work setting:**

- Moving and storage company

**Tasks and Responsibilities:**

- Design new or modify existing schedules using computer software or other methods
- Compile equipment and personnel records, including hours in service, distances, maintenance, repairs required and other data, to produce operating reports
- Assign personnel to equipment and routes and schedule work shifts
- Plan most efficient route schedules according to factors such a peak travel periods, holidays, special events and construction
- Review personnel availability and other pertinent information to establish schedule parameters
- Process files and paperwork
- Compute shipping costs
- Prepare cost estimates

**Transportation/travel information:**

- Valid driver's licence

**Work conditions and physical capabilities:**

- Work under pressure
- Tight deadlines

- Attention to detail

**Personal suitability:**

- Accurate
- Dependability
- Efficient interpersonal skills
- Initiative
- Organized
- Reliability
- Team player

**Who can apply for this job?**

**You can apply if you are:**

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

**Do not apply if you are not authorized to work in Canada.** The employer will not respond to your application.

**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: [2036986abltd@gmail.com](mailto:2036986abltd@gmail.com)**

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