



Bilingual Dispatcher

A well established, privately owned, and operated transportation company has an opportunity for an experienced Bilingual Dispatcher. Position will be responsible for overseeing all aspects related to load, driver and equipment dispatching and supervising the other dispatcher and drivers. If you are bilingual, have a minimum of Two (2) years experience with a trucking transportation company as a Dispatcher utilizing computer assisted dispatch software, you may qualify for this position. Must have a broad working knowledge of standard functions associated with handling customer inquiries, driver-related issues, and the ability to communicate effectively with all employees, drivers, and customers.

Qualifications:

- Bilingual
- Two (2) or more years prior experience as a Dispatcher in a trucking environment
- Agricultural/hopper bottom experience is preferred.
- Computer keyboard proficiency to include computer skills in Microsoft Word, Excel, and PCS dispatching software.
- Excellent writing and communication skills (English) along with organization skills related to maintaining control of details related to the transport and delivery of freight.
- Familiarity with truck routes throughout Texas, Arkansas, Oklahoma, and Louisiana.
- An even disposition and the ability to manage the stress related to normal dispatch operations and to lead by example.

Responsibilities:

- Dispatch drivers on route schedules throughout the region
- Provide exceptional customer service to customers and fellow team members.
- Provide load planning, coordination and dispatching to a high volume of drivers.

- Responsible for the accuracy of delivery track reports
- Follow up and ensure compliance with state, government and local laws, rules, and safety regulations.
- Provide accurate and detailed information regarding directions, load information, pick-up/delivery times and other special load related information.

Our company is an equal opportunity employer with a drug-free workplace. Background and references checks will be conducted. The successful candidate will have the opportunity to work with an experienced and dedicated team. We offer competitive compensation. If you consider yourself one of the best and brightest Dispatchers in the region, please send your resume to us!