

Logistics Dispatcher Job Description

- Dispatching goods or materials from one location to another
- Monitoring the status of incoming and outgoing deliveries
- Ensuring that the correct paperwork is completed for each delivery
- Receiving orders from customers and dispatching them accordingly
- Checking inventory levels at various locations
- Maintaining records of all deliveries made by the company
- Preparing invoices for customer payments
- Keeping track of cash flow
- Managing the company's finances
- Providing support services to other staff members in the business
- Making sure that the company complies with any legal requirements
- Liaising between different departments within the logistics operation
- Taking care of the company's vehicles and equipment
- Monitoring the use of fuel
- Organizing training courses for employees
- Assisting with reports and statistics preparation
- Coordinating the work of drivers and warehouse workers
- Handling complaints from customers
- Reporting on problems and issues
- Communicating with suppliers and clients
- Monitoring the performance of the company's employees
- Supervising the work of warehouse workers.