

Transportation Dispatcher Job Description

- Ensures that all items are properly packaged for shipment
- Communicates with other departments to ensure that transportation needs are met
- Ensures that the warehouse or distribution center is fully stocked with supplies
- Maintains a fleet of vehicles in good working order as well as records associated with vehicles
- Assigns drivers to jobs and ensures that each driver has the correct documents and permits necessary to complete the job
- Provides feedback when necessary on timekeeping, vehicle maintenance, and safety records related to trucking operations
- Reviews scheduling information for accuracy, checking for overtime compliance and maintaining records to keep transportation employees
- Audits the schedules of other transportation employees
- Keeps records of all documentation and documentation related to freight delivery in order to help ensure that any discrepancies are addressed immediately
- Coordinates with other departments as needed, such as customer service or accounting
- Helps answer questions or provides information related to departments other than transportation
- Maintains the department's fleet of vehicles and records related to vehicle maintenance.
- Manages the inventory of trucking supplies and ensures that warehouse locations are properly stocked
- Manages the inventory of parking spaces in order to help ensure that there is enough space for adequate parking on a daily basis.