

DISPATCHER- Third Party Logistics

SUMMARY: Maintaining ongoing communication with freight company, client and all parties involved in freight shipment. Acting as the main point of contact for client and freight company communication via phone and E-mail. Respond to clients efficiently, thoroughly, and professionally. Utilize computer programs to create and plan routes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

	Dispatch- Job Description
1	Maintain ongoing communication with transport, client and all parties involved in shipment.
2	Responsible for the coordination, scheduling, dispatching and planning of customer freight shipments.
3	Enter and utilize computer programs to create, update and plan routes.
4	Maintain and update computer program.
5	Upload documents to computer program such as; Bills and PODS
6	Responsible for the coordination, scheduling, dispatching and planning of customer freight shipments
7	Work cooperately with sales to provide solutions for clients' needs and resolve issues.
8	Perform other duties as assigned

Application Process: only e-mailed applications will be considered.

- e-mail cover letter and resume to jobs@alogisticsusa.com