

Ready Mix Dispatcher

Job Code: 43-5032

PR Group: 1

Insurance Code: 8232

Occupational Category: 5

The focus in this role is to exceed the customer and company requirements for Customer Service, Quality, and Efficiency while managing and overseeing the activities of the Customer Service and Dispatch functions with respect to scheduling delivery to meet customer demands and optimize capabilities.

Qualifications (Education/Experience) and Required Skills:

Able to present facts and recommendations effectively in oral and written form.

Strong interpersonal and organizational skills

Good communication and motivational skills

Must be able to work well under pressure.

Good computer/data entry skills

Required Tasks

Work in an office environment alone or with others receiving calls and orders

Maintain high degree of accuracy in information entry

React quickly to unforeseen changes in scheduling requirements

Coordinate activities of workers engaged in manufacturing concrete and delivering ready mix related products

Confer with Driver Manager or Production Manager to establish delivery schedules according to truck utilization, job site location and job requirements.

Prepares delivery tickets and related shipping documents and assigns drivers to a plant to be loaded.

Receives cash and check payments as needed as well as charge sales

Maintains radio contact with drivers and dispatch to expedite delivery and safety

Other tasks as required

Physical requirements

Sit roughly 80% of the time

Standing 10%

Walking 10%

Lift 25 pounds to chest height