

Dispatcher

Elk River, MN

AME Red-E-Mix is seeking a qualified Dispatcher for its Elk River location.

This is a Central Dispatch position with the main objective of managing the overall process flow within Central Dispatch – matching capacity with demand and leading the communication plan. The Dispatcher is a fully experienced individual who understands the value of planning and processes and takes a disciplined approach to execution.

ESSENTIAL RESPONSIBILITIES and TASKS:

1. Maintain the delivery schedule for delivery through the coordination with the other Dispatchers, Sales Reps and Quality Control to ensure proper resources to manage customer demand.
2. Review all orders in the system for proper mix design; travel times, correct times, and job or customer specific needs.
3. Communicate effectively with Operations personnel to ensure proper resources: personnel, systems, processes, and trucks.
4. Assist in AME's commitment to deliver materials safely ensuring compliance with all DOT and OSHA Safety Standards.
7. Maintain all driver hours and vacation schedules.
8. Supervise and schedule daily concrete deliveries for multiple operations in and around the Twin Cities Metro area.
9. Develop and implement flexible back-up plans for Drivers as situations change.
10. Provide route mapping for drivers utilizing GPS system and where necessary, local key maps.
11. Input orders into designated order processing system.
12. Compile data for daily reporting and scheduling;
13. Various duties as assigned by the Dispatch Manager.

MINIMUM QUALIFICATIONS:

1. Must have and be able to demonstrate excellent geographic knowledge of Twin Cities Metro area.
2. High School Diploma/GED minimum (Undergraduate degree preferred).
3. Three-years of dispatch or customer service experience in a call-center environment.
4. Knowledge of the concrete industry preferred (we will train a well-qualified person).
5. Experience working in a team-environment and ability to be self-directing.
6. Ability to solve day to day issues.
7. Must have excellent communication skills, both verbal and written to include interaction with customers, drivers and management.
8. Must be able to work well under high levels of pressure.
9. Strong organizational skills and demonstrated ability to manage multiple tasks simultaneously.
10. Must have good computer skills using MS Office products.

Benefits:

BENEFITS & COMPENSATION:

We know that our employees are critical to our overall success. We are dedicated to investing in their future to maintain long-term relationships for lasting commitments. One of the ways we do this is to offer a comprehensive package of compensation and benefits programs which are regularly reviewed to maintain them at competitive levels.

AME Red-E-Mix is proud to be an Equal Opportunity Employer.

Please apply in person at: AME Red-E-Mix, 20600 Highway 169, Elk River, MN 55330

Or send your resume to: AVR, Inc. 14698 Galaxie Ave, Apple Valley, MN 55124 (Attention Bill Frazier)