



Position Available:

Dispatcher I

Primary Responsibilities

- Scheduling and routing of customer orders on company delivery trucks or common carriers. Determines truck loads, routes, and driver assignments.
- Uses company dispatching software to schedule and route delivery orders
- Updates and prints orders for upcoming deliveries to provide to drivers (Driver Packets)
- Works closely with drivers who are typically under the supervision of the Yard Manager, helps ensure drivers are in compliance with their driver certificates and Company requirements.
- Sets all internal drivers start times, direct drivers where to return at the end of the day
- Assists in ensuring new drivers meet all compliance requirements before they go on route.
- Maintains communication between salespeople, loading crew and drivers in regard to order changes, etc.
- Coordinates with Yard Management the equipment needs in the yards (i.e. trailer movement) and product backhauls.
- Work with loading leads to coordinate trailer loading and location.
- Helps monitor tarp condition (and order new tarps as needed)
- Sets up the Tangerine Fleet Safety Software for new drivers, reviews various reports to ensure daily inspections are being performed, etc.
- Calls customers with next day delivery ETA's
- Works with the sales department to resolve delivery issues
- Works with Fleet Manager to assist in maintaining records of fleet safety.
- Manage and monitor agricultural inspections of incoming material deliveries to Farmington or shipments out of state or country.

Experience and Other Requirements

- Ability to multi-task on multiple computer programs
- Foundational knowledge of plant nomenclature a plus
- Proficient computer user and experience using Excel
- Excellent judgment and decision-making abilities
- Resourceful and extremely proactive
- Strong communication skills and attention to details
- Logistics aptitude
- Spanish speaking is highly desired

Job Specifications

This is an "in office" position, no work from home option available. Must be able to remain in stationary position of either sitting or standing. Extensive typing and 10-key use required. Gross grasping and use of hands and fingers required. Will frequently work in both office and nursery yard and will experience outdoor weather conditions and uneven ground surfaces. Lifting requirement of up to 20 lbs., 20% of the time.

Benefits Offered

401(K) with company matching of 4% once eligible. HMO and EPO Health plans with Kaiser and Anthem, employer pays portion of premium. Basic Life Insurance provided by employer. Dental, Vision and other voluntary insurances offered. Vacation, Sick and Holiday pay offered.

To Apply

Send a resume and cover letter to employment@devilmountainnursery.com.