

DISPATCHER
Full time, Permanent
Calgary, AB

Consolidated Gypsum Supply Ltd. has been distributing building supplies since 1977. We are currently recruiting for a **Dispatcher** to join our team in **Calgary**.

Reporting to the Branch/Operations Manager, the Dispatcher is responsible for coordinating the safe and efficient delivery of building materials with customers and work crews, ensuring smooth and timely deliveries.

RESPONSIBILITIES:

- Responsible for the efficient flow of materials and crews to and from job site deliveries
- Select appropriate delivery units to maximize load levels and efficiency
- Prepare delivery logs, and completion of outgoing shipping documents
- Track crew workloads, locations, and safety Monitor cameras, radios, and alarms
- Communicate with crews and customers
- Review eCompliance daily for compliance
- Review ELD (Electronic Logging Device) daily for compliancy
- Physically verify all loads leaving the yard for accuracy
- Review and record on slating sheets that all hazard assessments are completed daily
- Obtain hours/mileage and gas receipts from delivery personnel Initiate appropriate company forms in the case of injury accidents, and/or vehicle or property damages
- Initiates and completes reports including damage reports and job hazard analysis
- Additional duties as assigned by the Branch/Operations Manager

QUALIFICATIONS:

- Knowledge of freight, various types of fleet, D.O.T rules, WHMIS and experience with traffic controlling is an asset
- Proficient computer skills including
- MS Office Excellent communication skills, both verbal and written
- Superior customer service skills Ability to prioritize tasks based on relevancy and urgency
- Excellent problem solving and critical thinking skills
- Ability to remain calm under pressure
- Ability to work in collaborative team environment with multiple stakeholders

WE OFFER:

- Salary plus eligibility for monthly efficiency bonuses
- Comprehensive benefits package
- RSP matching program
- Opportunities for professional growth and development
- Education reimbursement
- Employee discount
- Safety boot allowance

Consolidated Gypsum Supply Ltd. would like to thank all applicants for their interest, however only those candidates selected to advance through the recruitment process will be contacted.