



**Dispatcher
Edmonton, AB
Full-time**

Consolidated Gypsum Supply Ltd. has been distributing building supplies to general contractors, drywall, insulation and roofing contractors since 1977.

We are currently seeking a Dispatcher to coordinate the safe and efficient delivery of building materials, ensuring smooth and timely deliveries on short-haul trips within the Edmonton and surrounding region.

- Responsible for the efficient flow of goods and manpower to and from job site deliveries
- Responsible for selecting proper delivery units to maximize load levels and efficiency
- Physically verifies all loads leaving the yard for accuracy
- Prepare delivery logs, completion of outgoing shipping documents
- Reviews compliance software (Ecompliance) daily for completion
- Reviews ELD (Electronic Logging Device) daily for compliancy
- Distributes pre-delivery inspection reports to drivers, and upon completion, forwards these to Branch/Operations Manager
- Attaches liability waivers to packing slips when applicable
- Initiates appropriate company forms in the case of injury accidents, and/or vehicle or property damages
- Initiates customer complaint and property damage reports
- Completes delivery and warehouse damage reports
- Records Consolidated Gypsum and sub-contract shingle deliveries and submits to Branch/Operations Manager
- Records equipment and personnel status reports
- Records false trip/return load checklists
- Initiates "Processing Errors" reports
- Additional duties may be assigned by the Branch/Operations Manager

The ideal candidate will have a minimum three years experience preferably in the building supply industry. Excellent verbal, written, and interpersonal communication skills, working knowledge of MS Office and ability to prioritize tasks based on relative importance and urgency.

Consolidated Gypsum offers a competitive salary and eligibility for monthly bonuses, comprehensive benefits plan, company matching group RRSP plan, safety boot and clothing allowance and employee discount. We pride ourselves in providing challenge and opportunity to our employees!