



Title: Dispatcher

Location: 3735-8th Street Nisku, AB

Work Hours: 6:00 am - 2:30 pm, Monday to Friday

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Logistics Manager, as the **Dispatcher** you will supervise and coordinate the preparation of material orders. You also ensure orders are dispatched and delivered in a timely and efficient manner.

Your day-to-day responsibilities will include:

- Assisting in planning yard organization and maintaining the delivery staging area in an organized manner.
- Ensuring daily inspections of vehicles and forklifts are completed, and coordinating maintenance services or repairs as necessary.
- Planning and coordinating the preparation of all material packages for delivery or pickup.
- Verifying all packages for deliveries, pickups or returns to ensure accuracy of material types, quantities and quality. Arranging for all returned materials to be put back into stock.
- Revising documents accordingly to reflect substitutions, backorders or adjusted quantities.
- Overseeing truck dispatch and ensure driver logbooks are completed.
- Obtaining all delivery permits as required, and adhering to all transportation notices and regulations.
- Assisting Shipping Manager with customer incident reviews and recommending resolutions to ensure excellent service to enhance customer satisfaction.
- Promoting safe work environment and ensuring compliance with Qualico's Safety Program and relevant safety regulation.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.

Essential Requirements

- High School Diploma, or equivalent.
- Previous materials management or local delivery experience.
- Minimum 2 years of materials management experience.
- Minimum 2 years of experience dispatching in the trucking industry.
- Satisfactory verification of criminal record check.
- Physically able to kneel and crouch as well as lift, carry, push or pull objects weighing up to 50 lbs.

What We Value

- Creating trusting and successful working relationships.

- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in the lumber yard during regular business hours. Work has exposure to noise from equipment/machinery and occupational hazards as well as dealing with inclement weather and dust. Overtime may occasionally be required.

About Us

Star Building Building has a reputation as leading Roof Truss and Engineered Wood specialists within the industry, built on workmanship and innovative approach to design solutions.

With over 40 years of experience operating from a modern 22,000 square foot production facility supplying roof trusses, open web floor trusses and engineered wood products for use on residential, multi-family, commercial and agricultural buildings. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing Date: March 21, 2025

[Apply Here](#)