



## **JOB DESCRIPTION**

### **DISPATCHER**

**SUMMARY OF POSITION:** This position will be instrumental in ensuring the successful deliveries of customer freight. Must be a self-starter who thrives in a fast-paced environment. Working with both Momentum Logistics drivers and brokerage partners.

#### **DUTIES AND RESPONSIBILITIES:**

- Maintain a high regard for safety, DOT compliance and regulations
- Prioritize efficient routes to ensure that deliveries are made to meet customer expectations
- Prepare dispatch documents, as well as generating freight bills, and invoices
- Maintain contact with drivers throughout their shifts and address any routing issues that might arise
- Update customers on the status of their deliveries including any delays that occur
- Foster a positive working relationship with customers, drivers, and carriers
- Timely response to calls and emails.
- Communicate effectively with management team
- Hold carriers accountable for cost, service, and capacity commitments
- Partner and collaborate with operational areas as needed
- Keep track of transportation regulations and laws to ensure that Momentum Delaware drivers comply

#### **QUALIFICATION'S REQUIRED:**

- Must be able to obtain a TWIC card
- Must be able to work nights, weekends, and holidays, as needed
- Very strong, professional, and friendly customer first attitude
- Accuracy and strong attention to detail
- Very strong verbal and written communication skills
- Knowledgeable in payables, and receivables

**Interested applicants should submit an application/resume to Kim Bowers at Momentum Logistics or email [Kbowers@momentumlogistics.com](mailto:Kbowers@momentumlogistics.com) by November 30, 2020 .**