TRANSPORTATION DISPATCH COORDINATOR

Responsible for providing assistance to the Transportation Manager with the daily management and supervision of Connecticut Food Bank’s commercial drivers and the coordination of deliveries/pickups. Reports to the Transportation Manager.

General Responsibilities

• Manages, train and allocate assignments to commercial drivers.
• Assures drivers adhere to on time performance metrics including monitoring Telenav statistics.
• Develops delivery routes and maintain communication with drivers throughout work shift including daily creation of manifest.
• Strategizes with Transportation Manager to modify daily routes to accommodate stakeholders.
• Leads and inspire drivers to enhance productivity, safety and customer service.
• Ensures compliance with safety standards and the maintenance of all vehicles.
• Assists Transportation Manager with Performance Management and Corrective Action.
• Provides support to the Transportation Manager with training staff on: policies, procedures, laws, etc.
• Serves as a point of contact for internal and external stakeholders to address concerns and build relationships.
• Provides support in managing the transportation budget.
• Ensures compliance of federal & state DOT requirements including DQF, hours of service, training, etc.
• Coordinates & manage the most efficient loads to remain cost-effective as a company, combining shipments based on their routes and timeline to minimize how many trucks and drivers are out.
• Determines the best delivery methods and negotiate rates directly with vendors and customers, and get the necessary documents and permits that drivers will need when shipping chemicals or livestock.
• Assists operations by scheduling unassigned drivers to work in the warehouse.
• Other duties as assigned Management.

Qualifications/Requirements:

• Candidate must have a minimum of 3 years of supervising and dispatching experience
• Class A or B CDL required with a safe driving record
• 3 years of DOT regulations experience and must be proficient in Microsoft Office Suite
• Excellent communication (oral and written) and time management
• Willingness to work a variable schedule that includes evenings or weekends
• High School Diploma/GED required
• Candidate must have strong organizational, general warehousing knowledge, interpersonal, written and oral communications skills
• Pallet jack/forklift experience
• Ability to lift up to 60 pounds
• Must be able to contribute to a positive work environment with commitment to social justice

Send cover letter with salary requirements and resume to: hr@ctfoodbank.org

203-469-4871 (fax)