

JOB ORDER FORM

ORDER NUMBER: 39

DATE: 1/26/2012

JOB INFORMATION

Job Title: Dispatcher

Minimum Age Required: 18 years

No. of Openings: 1 Full Time: X Part Time: Hours Per Week 40+

Days of Work: 5 days some weekends Hours of Work/Shift: 8am-5pm

Position Permanent? yes If Temporary, What Is Duration?

Job Description/Summary: Arrange for transportation of company products to terminal market accounts including rates, insurance, loading and delivery times, cost efficiency and accuracy. Maintain all documentation in an orderly manner. Assist in insuring that drivers meet the qualifications set by DOT and company. Must be able to work closely with other departments and other company locations.

Skills and/or Experience Required: Must be self-motivated, organized, have good computer skills, telephone etiquette and communication skills. Must be able to work efficiently under pressure.

Education Required (HS Diploma, GED, Degrees): High school diploma or equivalent. Minimum of one year experience in related field (trucking).

Salary & Benefits: Salary based on experience; benefit package available.

How To Apply: Contact Job Link Career Center.

Completed By: Maria Ison Date: 1/26/2012

Career Planning, Training and Placement Services

LENOIR COUNTY JOBLINK CAREER CENTER

P.O. Box 188 • 231 Highway 58 South • Kinston, NC 28502 • Tel. (252) 527-7320 • Fax. (252) 527-2109