



UNDERCAR PLUS

JOB DESCRIPTION

Title:
Department

Dispatcher
Warehouse

Summary

We are seeking a dispatcher to direct drivers deliveries using our GPS computer system. Good communication skills a must.

Responsibilities

- Schedules all routes as they come in using our GPS computer software
- Familiar with service area
- Communicates and directs drivers and assistant dispatcher
- Logs special orders and pending orders
- Schedules drivers for special pick-ups
- Follow – up with special orders and pending orders
- Evaluates driver's performance

Requirements

- Minimum of 2 years' experience
- Ability to multi-task
- Organizational skills
- Computers skills
- Articulates well with personnel
- High School diploma or GED