dispatcher, trucks

Zora Holdings Ltd. o/a Zora Builders ltd.

Job ID
41619

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LOCATION	DATE POSTED	EXPIRY DATE
16651 - 110 Ave NW suite Unit 5-8, Edmonton, AB| Alberta	13-11-2026	12-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $37.50 / hour	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

dispatcher, trucks

Company: Zora Holdings Ltd. o/a Zora Builders ltd.

Location: 16651 - 110 Ave NW suite Unit 5-8Edmonton, AB T5P 1G8

Salary: $37.50 / hour

Vacancies: 1 vacancy

Terms of employment: Permanent employment, Full time 30 to 40 hours / week

Start date: As soon as possible

Job requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Job Description

Tasks

Ensure accuracy of completed time sheets, payroll and other summaries

Maintain work records and logs

Monitor personnel workloads and locations

Organize warehouse and work areas

Perform general office duties

Provide customer service
Advise vehicle operators of traffic and other problems
Dispatch personnel according to schedules and work orders
Follow-up on issues with work orders
Keep track of shipments
Maintain vehicle operator work records
Operate radio equipment
Process and transmit information and instructions to co-ordinate the activities of vehicle operators and crews using dispatching equipment
Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment

Personal suitability
Client focus
Flexibility
Organized
Reliability
Team player

How to apply
By phone
403-604-1561 Between 10:30 AM and 02:00 AM

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