Truck Dispatcher

G&F Transport Inc

Job ID
41709

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LOCATION	DATE POSTED	EXPIRY DATE
2625 Narcisse Drive, Regina, SK| Saskatchewan	24-11-2026	23-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $35.00/hour	Experience an asset	Secondary (high) school graduation certificate

Job Details

G&F Transport Inc. is a leading trucking company with multiple locations across North America, including Regina, Saskatchewan, Canada. With our headquarters in Denver, just 340 miles from the geographic center of the United States, we are strategically positioned to provide high-quality logistics and transportation services to our U.S. and Canadian customers. At G&F Transport, we are committed to excellence, and thanks to our exceptional drivers, we deliver top-tier service in the industry.
We are seeking a detail-oriented and highly organized Truck Dispatcher to join our team who is responsible for coordinating daily transportation operations, scheduling drivers, monitoring shipments, and ensuring timely delivery of goods.

Job Title: Truck Dispatcher
Number of Opening: 1
Job Description:

• Coordinate and dispatch truck drivers to pick up and deliver freight according to customer requirements and delivery schedules.
• Plan and assign delivery routes to maximize efficiency and minimize transportation costs.
• Communicate with drivers to provide delivery instructions, route information, and schedule updates.
• Monitor the movement of trucks and shipments to ensure timely pickups and deliveries.
• Maintain regular communication with drivers, customers, suppliers, and other transportation personnel.
• Prepare and maintain dispatch records, driver schedules, trip sheets, and delivery documentation.
• Track shipments and update customers regarding delivery status, delays, and other transportation-related issues.
• Coordinate with customers to arrange pickup and delivery appointments.
• Resolve transportation issues, including delays, vehicle breakdowns, route changes, and scheduling conflicts.
• Ensure drivers comply with company policies, transportation regulations, and applicable safety requirements.
• Verify shipping documents, bills of lading, delivery receipts, and other relevant transportation records.
• Maintain accurate records of vehicle assignments, driver availability, mileage, and freight movements.
• Assist with coordinating vehicle maintenance and reporting mechanical issues to the appropriate personnel.
• Perform general administrative duties related to daily trucking and dispatch operations.

Job Description

Job Requirements:

- Secondary school education.
- Previous dispatching or transportation experience is an asset.
- Knowledge of trucking operations, freight scheduling, and route planning.
- Proficiency in Microsoft Office and computer-based dispatch systems.
- Excellent communication, organizational, and multitasking skills.
- Strong problem-solving and time-management abilities.
- Ability to work in a fast-paced environment and coordinate multiple deliveries.
- Ability to communicate effectively with drivers, customers, and management.

Apply Now! Send your resume and cover letter to GFtransportinc@outlook.com

Be part of a team that values dedication and excellence in transportation!

Job Criteria:

Start Date: As soon as possible

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