

COX PETROLEUM TRANSPORT JOB DESCRIPTION

Job Title: **Dispatcher**

Location: Bakersfield Terminal

Reports to: Cindy Salters, Dispatch Manager

Job Summary:

Assist in keeping a constant watch of scheduled delivery orders, drivers, and trucks. Assisting in building driver shifts based on available equipment, clearances, routes, and inventory needs.

Essential Functions/Responsibilities:

- Communicating with customers, dispatchers, drivers, and fellow employees on a daily basis
- Assist Dispatchers/Load Planners with tracking of orders, drivers, and trucks
- Data entry, driver schedules, and filing

Schedule:

- 4 days on, 4 days off. Day shift and night shift available. Must be able to work overtime and holidays if needed.

Skills Required:

- Computer & Math is essential
- Multitask in a fast paced environment
- Professionalism
- Appropriate Dress Attire
- Great communication Skills
- Self Independent Worker