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Dispatcher

Posted by: ORANGE TAXI INC.

Posting date: 16-Nov-2024 **Closing date:** 15-May-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Thompson

Salary: \$30.15 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: RJ6717547

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate
or equivalent experience

Experience

Experience an asset

On site

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

73 HAYES ROAD
Thompson, MB
R8N 1M3

Work setting

Willing to relocate

Responsibilities

Tasks

- Maintain work records and logs
- Perform general office duties
- Provide customer service
- Advise vehicle operators of traffic and other problems
- Dispatch personnel according to schedules and work orders
- Record mileage, fuel use, repairs and other expenses

Additional information

Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Repetitive tasks

Personal suitability

- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Organized
- Reliability
- Team player

Benefits

Other benefits

Free parking available

Other benefits

How to apply

By email

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