

# Dispatcher, Trucks

**Posted By: Elrancho Inc.**

**Location: Saint-Quentin**

**Salary: \$27.19 Per Hour**

**JOB ID : RJ5923502**

**Posting Date : 01-Dec-2025**

**Expiry date : 21-Dec-2025**

**Education : Secondary (high) school graduation certificate**

**Language : English**

**Vacancies : 1**

**Years of Experience : Fresher (less than 1 year)**

**Job Type : Full Time**

## Job Description

**Title: Dispatcher, trucks**

**Employer: Elrancho Inc.**

**Address: 6917 RTE 17 suite CP 1321 Saint-Quentin, NB E8A 1A2**

**Wages: \$27.19/hour**

**Vacancies: 1 vacancy**

**Joining: As soon as possible**

**Employment type: Permanent employment, Full time  
35 to 40 hours /week**

**Employment conditions: Day, Flexible Hours, Morning, Shift, Weekend**

## Overview

### Languages

English

### Education

- Secondary (high) school graduation certificate

### Experience

1 to less than 7 months

### On site

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

## Responsibilities

### Tasks

- Ensure accuracy of completed time sheets, payroll and other summaries
- Maintain work records and logs
- Monitor personnel workloads and locations
- Perform general office duties
- Provide customer service
- Communicate with ships, aircraft and other remote operations
- Dispatch personnel according to schedules and work orders
- Follow-up on issues with work orders
- Knowledge of cross border dispatching regulations and practices
- Knowledge of highway trucking and associated rules and regulations
- Maintain vehicle operator work records
- 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

## Experience and specialization

### Computer and technology knowledge

- Word processing software

- Electronic mail

- Electronic scheduler

## Benefits

### Other benefits

- Free parking available

### How to apply

#### By email

[elranchotruckingjobs@gmail.com](mailto:elranchotruckingjobs@gmail.com)

### Who can apply to this job?

#### The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.

- Other candidates with or without a valid Canadian work permit.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [elranchotruckingjobs@gmail.com](mailto:elranchotruckingjobs@gmail.com)

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