

**MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT**

<b>POSITION</b>	<b>DISPATCHER</b>
<b>JOB NUMBER</b>	3334
<b>NUMBER OF POSITION/S</b>	3
<b>NOC CODE</b>	1475
<b>CLOSING DATE</b>	No Closing Date
<b>LOCATION</b>	Transcona
<b>ACCESSIBLE BY TRANSIT</b>	No
<b>HOURS PER WEEK</b>	40
<b>HOURLY WAGE RANGE</b>	\$22.50 - \$22.50
<b>JOB TERMS</b>	TBD
<b>JOB DUTIES</b>	<p>Job Duties:</p> <ul style="list-style-type: none"> <li>- Record mileage, fuel use, repairs and other expenses;</li> <li>- Receive requests for emergency assistance or service;</li> <li>- Operate radio equipment; Operate computer-aided communications and dispatching equipment;</li> <li>- Dispatch personnel according to schedules and work orders;</li> <li>- Dispatch personnel as required by emergency situations;</li> <li>- Communicate with ships, aircraft and other remote operations;</li> <li>- Assist with maintenance of communications equipment; - Advise vehicle operators of traffic and other problems;</li> <li>- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment;</li> <li>- Handle wake-up calls</li> <li>- Keep track of shipments; - Follow-up on issues with work orders;</li> <li>- Knowledge of cross border dispatching regulations and practices;</li> <li>- Knowledge of highway trucking and associated rules and regulations;</li> <li>- Maintain vehicle operator work records.</li> </ul>
<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	<p>Job Requirement:</p> <ul style="list-style-type: none"> <li>- 1 to 2 years of experience in relevant field.</li> <li>- Must be able to communicate in English</li> </ul>
<b>APPLICATION PROCESS</b>	<p>Send targeted resume Apply through your CC</p>
<b>JD</b>	Murray Beakley