Junior FCL Container Dispatcher

Job Description

**Job Summary**

* Provides support and back up to Dispatch staff
* Attending to customer calls, issues and complaints, maintaining logs for the same
* Receives inbound and outbound orders
* Prepare timely invoices, including Rail billing
* Continued nurturing of the relationship with current accounts
* Maintaining of Daily/Weekly log related to New Accounts
* Booking appointments with Customers
* Tracing CN and CP freight
* Follows agreed company processes and protocols in the Dispatch department, including use of systems and software.
* Keeps data updated on the Cargowise system.
* Ensure the resources in the dispatch function of the company are managed effectively to achieve maximum efficiencies

**Job Type / Category**

The role of Junior FCL Container Dispatcher is a full time, permanent position, providing assistance to the Truck Dispatch Department of ITN Logistics Group.

**Required Education, Skills and Qualifications**

Should have 2 years of experience in FCL Dispatch role dealing with CN/CP and other rail yards, in a Trucking industry.

**Company Profile**

ITN Logistics Group has differentiated itself by providing a comprehensive offer of services to meet the complete needs of their customers. Thus making, the Transportation and Warehousing components, important services of the ITN client base.

Job Types: Full-time, Permanent

Salary: $28,000.00 to $35,000.00 /hour

Application Questions

* How many years of dealing with CN/CP tracing experience do you have?
* How many years of Dispatch experience do you have?