

Job Title: Logistics Dispatcher

Company: JamaFo Jamaican Food Brands LTD

Location: St. Ann, Jamaica

Job Type: Full Time

Job Description:

This is an exciting and stimulating job which requires a logical mind and deductive and analytical skills, reactivity, autonomy, as well as a lot of resistance to stress.

As an essential link in the logistics chain, the logistics dispatcher is responsible for all the activities relating to the transport and warehousing of goods. From planning to coordination of pick-up and delivery, the logistics dispatcher must not only deal with logistics teams (drivers, warehouse managers, etc.), but also with customers whilst respecting constraints and demands (cost, flow optimization, customer satisfaction, etc.).

LOGISTICS DISPATCHER: TASKS AND RESPONSIBILITIES

To sum it up in a few words, we could say that it is: “coordinating drivers’ activities in order to maximize transport and customer service”

The main functions of logistics dispatcher are:

- Planning and dispatching pick-up and delivery;
- Stock management as necessary;
- Organization of timetables and travel ;
- Transmission of guidelines to drivers (instructions, documents, etc.);
- Communication with customers;
- Control of vehicle /drivers’ travel in relation to external constraints (roadworks, weather conditions, etc.);
- Inclusion of regulatory elements (driving time, prohibited traffic times, etc.);
- Coordination of relations between the client, the supplier and the driver;
- Minimization of drivers’ waiting time;
- Optimization and synchronization of transport operations;
- Trouble-shooting;
- Cost control;
- Administrative management (reports, etc.);
- Pricing negotiation;
- Knowledge of regulations in the transport of goods.

Education and Experience Requirements

- Tertiary / High school diploma or GED
- Prior customer service experience is preferred.
- Certifications in field is an added plus.

To apply, please submit your resume, cover letter, and any relevant portfolio to www.jamafo.com/employment