



JOB ADVERTISEMENT

DISPATCH ASSISTANT

(Full Time, 1 Position)

Burbank Express (2009) Ltd. is dedicated to the specialized transportation needs of Manitoban potato producers; hauling from shed to plant, field to shed, shed to shed – 24 hours a day / 7 days a week. We are a certified RPM Trucking Industry Safety Company. We are seeking a local, organized, committed candidate to join our team as a Dispatch Assistant. The role is a very flexible one; cross-trained in a variety of our day-to-day activities (including USA paperwork, scheduling, dispatch duties, etc.) and may even lend service to our Safety, Payroll, HR or Shop departments.

Conditions of Employment:

- Must live within 30 minutes travel to Portage la Prairie, MB
- Must be very flexible in availability and job schedule
 - Regular hours are Monday to Friday, 8 AM to 4:30 PM (in our office)
 - However, when covering for Dispatch during their planned or unplanned leave, must be able to work Dispatch hours (days from 8 AM to 10 PM and/or nights from 10 PM to 8 AM)
 - Position can be flexible regarding these coverage hours (ex. Have it paid out as overtime or use it as flex time off... Coverage work may be 'work at home' or in the office)

Required Skills / Experience:

- Excellent communication skills
 - Utilize both written and verbal communication skills on a daily basis
 - Build and maintain effective working relationships with other internal staff (dispatch, drivers, maintenance, etc.) as well as external clients (farms, plants)
- Demonstrated decision making skills
 - Able to make sound decisions in a prompt and effective manner, considering multiple competing external circumstances
- Adept with the use of personal computers and smartphones
 - We use an array of specialized software/apps that do not require prior training, but do require a candidate to be well versed in the operations of computers and smartphones to effectively be trained on the job
 - Working knowledge of Microsoft Office suite is a necessity (Outlook, Word, Excel)

- Great attention to detail
 - Even in a fast-paced environment, can complete work with a great degree of accuracy and attention to detail.

Desired Skills / Experience:

- Prior experience in a dispatching, scheduling or logistics role
- Prior experience with Hours-of-Service regulations
- Other applicable industry experience

Benefits of Working at Burbank:

- Supportive work environment with an emphasis on team work and communication
- Competitive wage with the ability to develop your role and your compensation in the future
- Generous benefit package including dental, vision, prescriptions, ambulance, massage, chiropractic, etc. (90 day eligibility period)
- Pension program with company match (90 day eligibility period)

If you think you'd be a good match, we would like to hear from you! Interested candidates can apply via email to charleneb@burbankepress.com or apply using our website (www.burbankepress.com)

If you have any questions about Burbank Express Ltd. or this position, please call Charlene Boak, HR Administrator at [1-204-362-6447](tel:1-204-362-6447).

Deadline to apply is 8:00 AM, Monday August 29, 2022.

We thank all those who apply, however, only the individuals selected for an interview will be contacted.