



## TRANSPORTATION DISPATCH COORDINATOR

Responsible for providing assistance to the Transportation Manager with the daily management and supervision of Connecticut Food Bank's commercial drivers and the coordination of deliveries/pickups. Reports to the Transportation Manager.

### General Responsibilities

- Manages, train and allocate assignments to commercial drivers.
- Assures drivers adhere to on time performance metrics including monitoring Telenav statistics.
- Develops delivery routes and maintain communication with drivers throughout work shift including daily creation of manifest.
- Strategizes with Transportation Manager to modify daily routes to accommodate stakeholders.
- Leads and inspire drivers to enhance productivity, safety and customer service.
- Ensures compliance with safety standards and the maintenance of all vehicles.
- Assists Transportation Manager with Performance Management and Corrective Action.
- Provides support to the Transportation Manager with training staff on: policies, procedures, laws, etc.
- Serves as a point of contact for internal and external stakeholders to address concerns and build relationships.
- Provides support in managing the transportation budget.
- Ensures compliance of federal & state DOT requirements including DQF, hours of service, training, etc.
- Coordinates & manage the most efficient loads to remain cost-effective as a company, combining shipments based on their routes and timeline to minimize how many trucks and drivers are out.
- Determines the best delivery methods and negotiate rates directly with vendors and customers, and get the necessary documents and permits that drivers will need when shipping chemicals or livestock.
- Assists operations by scheduling unassigned drivers to work in the warehouse.
- Other duties as assigned Management.

### Qualifications/Requirements:

- Candidate must have a minimum of 3 years of supervising and dispatching experience
- Class A or B CDL required with a safe driving record
- 3 years of DOT regulations experience and must be proficient in Microsoft Office Suite
- Excellent communication (oral and written) and time management
- Willingness to work a variable schedule that includes evenings or weekends
- High School Diploma/GED required
- Candidate must have strong organizational, general warehousing knowledge, interpersonal, written and oral communications skills
- Pallet jack/forklift experience
- Ability to lift up to 60 pounds
- Must be able to contribute to a positive work environment with commitment to social justice

Send cover letter with salary requirements and resume to:

[hr@ctfoodbank.org](mailto:hr@ctfoodbank.org)

203-469-4871 (fax)