**Dispatch Coordinator - 3PL (Third Party Logistics)**

**SUMMARY**

The essential purpose of the 3PL Dispatch Coordinator is to coordinate activities of trucks engaged in the delivering of aggregate and other material to plant sites, job sites and customers. Coordinating with the field superintendent/foreman to ensure trucking needs are met. The 3PL Dispatch Coordinator will also be responsible for the overall supervision of the 3PL program.

**JOB TASKS AND RESPONSIBILITIES**

* Maintain relationships with a high volume of existing carriers (100+)
* Oversee loading and dispatching of dump truck drivers and trucks.
* Plans the schedules for all drivers and trucks for delivery of aggregates and other materials.
* Coordinates outside trucks for the delivery of materials to job sites, etc.
* Maintains a list of active outside trucking options for current and future projects.
* Ensure continuous compliance of all requirements and qualifications for 3PL carriers.
* Review and approve all billing for 3PL.
* Analyze many forms of data to continuously build upon our external business opportunities.
* Other duties as assigned.

*The typical duties stated herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.*

**QUALIFICATIONS AND SKILLS**

* Bachelor’s degree in logistics or closely related field preferred.
* Minimum of two years logistics and/or dispatching experience is preferred for this role.
* Ability to successfully establish new and maintain existing relationships with external hauling companies.
* Advanced user of all Microsoft Office products to include Excel
* Ability to analyze data from a P&L or other accounting and/or financial resources.
* Ability to understand, interpret and leverage performance metrics related to efficiency, productivity, profitability, safety, resource deployment and general operations.
* Exceptional communication skills.
* Defined knowledge of all DOT laws and regulations.
* Ability to lead, develop, and hold all employees to company standards.
* Excellent communication skills with the ability to manage pertinent information to all levels of the organization.
* Ability to maintain adequate files and documentation as required.