



<b>Position</b>	Dispatch Assistant – Longhaul Division
<b>Location</b>	Moncton, NB
<b>Reports to</b>	Manager, Longhaul Truckload
<b>Type</b>	Full-time
<b>Deadline</b>	July 7, 2021
<b>How to Apply:</b>	Submit an application to Tony Atkinson at <a href="mailto:tatkinson@armour.ca">tatkinson@armour.ca</a>

Armour Transportation Systems is an award-winning, world-class transportation and logistics company. We are a Platinum member of Canada's Best Managed Companies, a Top Fleet Employer, and named as a Carrier of Choice and Shipper's Choice by our customers.

**Armour is hiring a Dispatch Assistant – Longhaul to organize, plan, coordinate, and communicate the efficient and effective movement of equipment and freight while providing superior service to our customers.**

Founded in the early 1930s, Armour Transportation Systems has grown to be one of the largest trucking carriers in Canada with 26 terminals, 4,000 pieces of equipment, nine maintenance facilities, over 750,000 square feet of warehouse space, and more than 2,000 team members.

Our vision is to be the dominant gateway between Atlantic Canada and the world, realizing profitable growth through leading transportation and logistics solutions, global partnerships, exceptional employees, and strategic acquisitions.

**Essential Duties and Responsibilities:**

- Working with all departments, terminals, and customers to remove barriers in the movement of equipment and freight.
- Providing clear communication to drivers, ensuring they are equipped with the necessary paperwork and information to complete their jobs successfully.
- Ensuring accurate reporting for performance, volumes, and forecasting, and ensuring dispatch screens are up to date and accurate.
- Provide vacation coverage for dispatchers when required.
- Administer Driver Incentive Program.

**Essential Competencies:**

- Excellent time management skills with the ability to multitask and meet deadlines.
- Self-motivated with analytical decision-making skills.
- Ability to lead a group or groups of people and communicate effectively with these groups.
- Ability to analyze situations, identify problems or conflicts, and negotiate win-win scenarios.

**Working Conditions:**

- Fast-paced environment.
- Ability to work variable shifts when required (days, nights, weekends, holidays) and longer shifts to cover gaps.
- A high volume of customer and driver communication, including via email, satellite, and phone.

**Technical Skills:**

- Experience and understanding of the TruckMate system is considered an asset.
- Strong knowledge of Microsoft Office, with the ability to prepare reports in Word and Excel.
- Strong typing and computer skills.

**Employment Equity**

Armour Transportation Systems is committed to the principles of employment equity. The purpose of employment equity is to ensure that no person is denied employment opportunities or benefits for reasons unrelated to ability.

Armour Transportation Systems welcomes applications from Indigenous peoples, African Canadians and other racially visible persons, persons with disabilities, and women in occupations or positions where they are underrepresented. If you are a member of one of these equity groups, you are encouraged to self-identify on your expression of interest for this position.