



Position:	Dispatch Assistant(s) – Multimode
Location:	Moncton, NB
Reports to:	Manager, Multimode
Type:	Full-time (Days 6 AM – 6 PM)
Schedule:	2 on 2 off / 3 on 2 off / 2 on 3 off
How to Apply:	Submit an application to Chassity Campbell at chcampbell@armour.ca

We are currently hiring two Dispatch Assistants – Multimode to efficiently handle operational and customer service responsibilities as assigned for our Multimode Division, including the building and maintaining of positive relationships with customers and drivers.

Essential Duties and Responsibilities:

- Working with all departments, terminals, customers, and drivers to remove barriers in the movement of equipment and freight.
- Providing clear communication to customers and drivers, ensuring they are equipped with the necessary paperwork and information to complete their jobs successfully.
- Ensuring accurate reporting for performance, equipment utilization, volumes, and forecasting, completing scorecards, and ensuring dispatch screens are up to date and accurate.
- Responsible for customer tracing, manifesting freight, and container creation and deactivations as required for tripping.
- Attend any pre-planned meetings (i.e., transition meetings, daily review meetings and weekly shift meetings).

Essential Competencies:

- Excellent time management skills with the ability to multitask and meet deadlines.
- Self-motivated with analytical decision-making skills.
- Ability to communicate effectively with individuals and 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 and vacations.
- A high volume of customer and driver communication, including via email, satellite, and phone.

Technical Skills:

- Experience and understanding of the Dispatch environment and 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.

About Armour Transportations Systems

Armour Transportation Systems is an award-winning, world-class transportation and logistics company. We are a Platinum member of Canada's Best Managed Companies and a Top Fleet Employer.

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.

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.