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# Dispatcher, trucks

**Posted by:** Elrancho Inc.

**Location:** Saint-Quentin

**Salary:** \$29.19 Per Hour

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## Job Details

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**Job ID**

NCJ4434753

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**Posting Date :** 25-Dec-2025

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**Expiry Date :** 14-Jan-2026

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**Education :** Secondary (high) school graduation certificate

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** Fresher (less than 1 year)

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**Job Type :** Full Time

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## Job Description

**Title:** Dispatcher, trucks

**Employer:** Elrancho Inc.

**Address:** 6917 RTE 17 suite CP 1321 Saint-Quentin, NB E8A 1A2

**Wages:** \$27.19/hour

**Vacancies:** 1 vacancy

**Joining:** As soon as possible

**Employment type:** Permanent employment, Full time

35 to 40 hours /week

**Employment conditions:** Day, Flexible Hours, Morning, Shift, Weekend

## Overview

### Languages

English

### Education

- Secondary (high) school graduation certificate

### Experience

1 to less than 7 months

### On site

Work must be completed at the physical location. There is no option to work remotely.

## Responsibilities

### Tasks

- Ensure accuracy of completed time sheets, payroll and other summaries
- Maintain work records and logs
- Monitor personnel workloads and locations
- Perform general office duties

- Provide customer service
- Communicate with ships, aircraft and other remote operations
- Dispatch personnel according to schedules and work orders
- Follow-up on issues with work orders
- Knowledge of cross border dispatching regulations and practices
- Knowledge of highway trucking and associated rules and regulations
- Maintain vehicle operator work records
- Process and transmit information and instructions to co-ordinate the activities of vehicle operators and crews using dispatching equipment
- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment

## **Experience and specialization**

### **Computer and technology knowledge**

- Word processing software
- Electronic mail
- Electronic scheduler

## **Benefits**

### **Other benefits**

- Free parking available

### **How to apply**

#### **By email**

[elranchotruckingjobs@gmail.com](mailto:elranchotruckingjobs@gmail.com)

#### **Who can apply to this job?**

**The employer accepts applications from:**

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

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**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [elranchotruckingjobs@gmail.com](mailto:elranchotruckingjobs@gmail.com)**

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