

Plote Construction Inc.

Position Title: Dispatcher / Project Administrator

Department: Project Management

Reports to: Project Manager

Exempt **Non-Exempt**

I. Primary Function: The Dispatcher / Project Administrator is responsible for coordinating daily trucking and material deliveries for construction projects as well as assist in other phases of dispatch such as sending daily schedules, reviewing tickets and invoices. This position will also provide administrative support to the Operations and Project Management departments.

II. Major Duties and Responsibilities:

- Schedule and coordinate daily broker trucking
- Work with project team to dispatch drivers for daily job site needs
- Schedule and coordinate incoming concrete plant material deliveries
- Prepare and send out daily trucking and material delivery schedules
- Collect and review trucker daily log tickets and material tickets for phase code accuracy
- Review and approve trucking and material invoices

III. Additional Responsibilities:

- Enter internal teamster time into Viewpoint daily
- Administer hiring sign-up, pre-employment document review, and drug screening for new hires
- Provide administrative support and assist with other duties assigned by the project manager

IV. Required Skill / Knowledge

- Knowledge of heavy highway equipment and trucks
- Working knowledge of Outlook, Excel, Word
- Comfortable communicating over the phone with trucking companies, field staff and project management
- Demonstrated ability to multi-task across multiple projects
- Self-directed and motivated

V. Preferred Skills / Knowledge:

- Experience with Vista by Viewpoint

VI. Education Level / Required Certification:

- Three to five years prior experience in a dispatching position

VII. Problem Solving: Must be able to resolve scheduling conflicts to effectively fulfill project needs

IX. Supervisory Responsibility / Authority to: Project Manager

XI. Job Share Yes No

Approvals:

Team Member _____ **Date** _____

Department Manager _____ **Date** _____

Human Resources _____ **Date** _____