



DISPATCHER/BATCHER

Responsibilities include, but not limited to the following:

- Processes and coordinates phone sales and distribution of company products.
- Dispatch orders in a timely and efficient manner, using GPS tracking and dispatching software.
- Communicate with drivers and direct them to delivery locations.
- Perform opening and closing procedures, answering phones, taking orders, scheduling trucks and drivers.
- Work with customers in a positive, professional manner when there are technical problems or conflicting delivery times.
- Perform batching of ready-mix using batch software, ensuring that proper mix design and job specifications are followed.
- Oversee the cleaning, maintenance of central mix plant. Report problems and malfunctions of the plant equipment and facilities, to be diagnosed/repared.
- Attend training and get certification for technical certification for all concrete ACI production levels.

Minimum Qualifications:

- Communicate efficiently with customers and company personnel.
- Analytical and decision-making capabilities while under pressure.
- Has the ability to take initiative to increase the quality of one's skills to become more efficient.
- Is detailed oriented and able to multi-task in a fast-paced environment.
- Ability to pass a pre-employment physical/functional exam and drug screen.
- Ability to work flexible shifts including nights and weekends.