

Fleet Manager

Arlington, TX

Job Summary

Proactively dispatch loads in accordance with equipment availability and Terminal dispatch schedules; provide dispatch communication and record-keeping.

Schedule

40 hours per week. Applicants must be open and willing to work any shift, as there is no guarantee of which shift they will be assigned.

Essential Functions

- Accept approved loads for dispatch
- Build loads, as applicable; consider load factors and efficiencies
- Verify loads assigned to drivers are compliant with the Driver's equipment
- Obtain Driver agreement to drop sequence
- Record Driver's assignment
- Report gaps between planned load and actual load to management in a timely manner
- Provide a schedule of available equipment to load planning team in a timely manner
- Assist with weekly capacity plans
- Ensure compliance with company policies and DOT/MOT/JWC regulations, as applicable
- Participate in Terminal safety programs
- Monitor Driver productivity and compliance with regulatory requirements and company policies; exercise independent judgment and take appropriate disciplinary action as necessary

Requirements

- High school graduate or equivalent and one or more years' dispatch experience in the trucking industry preferred; or an equivalent combination of training and experience

- Working knowledge of computers and programs, including Microsoft Office
- Solid working knowledge of Terminal equipment and capabilities
- Excellent communication and customer service skills
- Strong analytical skills and a high level of attention to detail