

Transportation Dispatcher: Full Time

Salary between \$55,000 - \$62,000

Frank Donio, Inc., a South Jersey produce distributor, has an opening for a Transportation Dispatcher. This is primarily a second shift position, approximately between start of 9AM to 7PM end for both weekdays and weekends.

Primary weekly schedule: Sun. – Fri.

Secondary weekly schedule: Mon. – Sat.

These days and times will be adjusted as experience is gained for candidate to handle activities on a solo basis from start to close of a day.

Job Requirements

- Strong communication / interpersonal skills via phone as well as in person.
- Minimum of 6 months Dispatch and Load Planning skills. 1 year and Perishable Preferred.
- Computer literate / Typing Skills / Office 365 / ProducePro software a Plus
- Phone skills to handle incoming/outgoing communications.
- Ability to adhere to shift schedule, covering different shifts as workload and other dept. personnel absences dictate

Key Areas of Responsibility, including but not limited to:

- Direct all drivers: company & common carriers: hiring/discipline/insurance/tracking of paperwork.
- Coordinate all dispatch needs inbounds, pickups and outbound deliveries.
- Utilize, manage all drivers and equipment to obtain the highest level of efficiency for company.
- Track inbound trucks and update system as necessary.
- Perform daily yard check and update the dispatch board.
- Handle check in window activity.
- Process all POD's accurately and timely upon receipt.
- Process all returns / rejections accurately and timely upon receipt.
- Timely review all emails and system generated reports and act accordingly.
- Assist with gathering, entering of info. to assist with weekly driver payroll.
- Check to ensure all company drivers have Comchek funds & checks daily.
- Collaborate with all departments of company.
- Perform other tasks and functions as assigned by management.

Package Overview: For Full Time Position

- 401k Retirement Plan with company match
- Affordable Medical, Dental and Vision Plans
- Flexible Savings Accounts
- Paid Time Off
- Potential Non-Guaranteed End of Year Bonus

Frank Donio, Inc. is a 3rd generation, family-owned organization. We strive to provide the highest level of customer service to the largest grocery retailers across the US.

Located in Hammonton, New Jersey, Frank Donio, Inc., has over 150,000 square feet of temperature-controlled warehouse, cooler, freezer and production space. The company also has affiliated agricultural production operations in the Hammonton area.

Visit our website at <http://www.donio.com>