



Job Description

Position: Dispatcher

Reporting: Reports directly to the Dispatch Manager/Branch Manager

Purpose: The delivery/pickup of materials and equipment to/from BarnSCO (TX) customers and vendors. To provide an excellent customer service experience for BarnSCO customers, while providing timely delivery of materials/equipment. The Dispatcher should organize orders into efficient trucking routes that keep costs down, but still meet customer scheduling needs. The Dispatcher will be responsible for using the routing software to determine ETAs for same-day customers. The successful candidate for this position needs to be able to adjust to last-minute changes and work with drivers to schedule emergency pick-ups or deliveries for new or established clients, when needed. A basic understanding of DOT requirements is required.

Duties and Responsibilities:

- Always remain efficiency-driven and customer-focused.
- Maintain an organized and focused approach to daily work and tasks.
- Provide timely and accurate communication regarding the delivery status of pending deliveries to customers for same-day or future loads.
- Develop delivery routes and maintain contact with drivers throughout the day to ensure customers are properly communicated with and to ensure offloading is successful.
- Anticipate delivery requirements; expedite orders/P.O.'s, based on level of need.
- Cultivate strong relationships with drivers and customers and condition them to reduce stress when last-minute changes arise.
- Monitor any sudden route changes (weather) or road construction issues and work with drivers to establish new routes for timely deliveries.
- Ships items by examining item's weight, dimensions (longest length), destination, route, and delivery time.
- Maintain expert product knowledge to support excellent load planning, routing, and delivery.
- Verifies items shipped by matching PODs and bills of lading, reconciling quantities and noting discrepancies. (daily)
- Updates job knowledge by participating in educational opportunities and imparting all new pertinent job/truck info to drivers.
- Accomplishes organizational goals by accepting ownership for actions items and seeing them through to their completion.
- Must be able to work a flexible schedule that includes occasional evenings, weekends and holidays.
- Ability to work in a team environment in high pressure situations.
- Perform other duties as required by the Dispatch Manager or Branch Manager.

Required Education & Experience:

- High school diploma/GED required
- Strong knowledge of the roadways throughout the immediate area

- Strong written and oral communication skills are essential
- Bilingual – English/Spanish (Preferred)

About Barnsco:

Barnsco Texas, a member of the Kodiak Building Partners family, has been serving the concrete construction markets in Texas since 1984. We are a Texas-based company that offers rebar fabrication, full service post-tension, concrete construction supplies, and engineering services. Additionally, we provide equipment sales, rentals, and maintenance services.

At Barnsco Texas, our core values are at the heart of everything we do. We provide a unique environment that encourages individual growth and recognizes individual performance and hard work. Our management team is visible and accessible, ensuring effective communication. If you are seeking growth opportunities in a stable company, look no further than Barnsco Texas.

Please note that this job description does not imply that the listed duties are the only responsibilities of the employee(s) in this position. Employees will be expected to follow any other job-related instructions and perform any additional job-related duties as assigned by authorized personnel.

Barnsco Texas is an equal opportunity employer. We consider all candidates for employment, regardless of their race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.