

Dispatch Supervisor

Rockydale Quarries Corporation, an established aggregate producer, is seeking a Scale House Dispatch Supervisor for our main location in Roanoke, Virginia.

Responsibilities include effective and efficient dispatching of haul fleet across three shipping locations; supervision of approximately 4+ delivery drivers and contract haulers; frequent delivery set up and follow-up with end users; be able to document and track required DOT reporting requirements as applicable; initiate haul permits and coordinate equipment transfers between locations; administer truck registrations, tags, licenses and inspections for all locations; produce estimates and make material use recommendations and set up orders; track material shipments for State Orders and maintain daily TL-102A forms, monitor fleet costs and revenues to ensure effective utilization of fleet, and evaluate/set haul rates based on market conditions and cost analysis.

Qualified applicant should have 3-5 years previous experience in supervision, excellent customer service, communication, and computer skills (Microsoft applications), in addition to a background in dispatching or fleet networking. Must have a strong working knowledge of DOT regulations. Must possess familiarity of Roanoke and surrounding areas. High school diploma or GED required, with any advanced degree and/or training a plus. Must be willing to work overtime as required by job which may include Saturdays, and be able to travel out of town overnight as needed.

Resumes may be submitted in person or as follows (no phone calls):

Rockydale Quarries Corporation
2343 Highland Farm Road
Roanoke, VA 24017
Fax: 540.904.7333
Email: quarry.careers@gmail.com

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