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## Job Description

Precision Specialized is currently seeking a Dispatcher to join our growing team.

The ideal candidate will have 2 years of experience working in a similar role in transportation/freight brokerage - **ESSENTIAL**.

### Essential Duties and Responsibilities: (Other duties may be assigned.).

- Price Loads (Spot quotes)
- Communicate with sales staff to get load info
- Price
- Submit all customs clearances and bond requests, complete ace manifest, for freight going from Canada to U.S.A, and from U.S.A into Canada, and ensure said clearances, bonds and ace manifests are properly arranged, and drivers have them in hand to allow freight to cross borders without delay.
- Ensure drivers submit all bill of lading and other pertinent paperwork to accounting in a timely fashion as laid out in driver regulations book.
- Assist other dispatch personnel.
- Checking on drivers' hours of availability (log Books)
- Taking care of in bond and out bonds customs documents
- Check with sales department to change any pickup or delivery directives with approval from Client (Which sales will check on for them. Example, Do we tarp or not)

### Education and/or Experience

- Minimum Education Required: High school diploma or general education degree (GED)
- Minimum Experience Required: Two (2) years in a related field of over the road transportation and brokerage.
- Inbound Freight experience – **STRONG ASSET**
- Open Deck Experience – **STRONG ASSET**

### Skills Required

- Speak and write English
- Knowledge of Customs
- Good Communication Skills
- Computer Skills
- Team player
- Able to work alone and with a group
- Hunter's mentality

Should this be of interest to you, please don't hesitate to send us your resume at [john.moore@precisionspecialized.com](mailto:john.moore@precisionspecialized.com)