

	<h1>Dispatcher</h1> <h2>Job Description</h2>	Document Number: JD-OPS-09.19
	Department: Operations	Effective Date: September 29, 2016
		Revision No 0

I Reason for Existence

The Dispatcher is generally responsible in chassis and truck full utilization, planning truck allocation based on client requirement. Coordination between drivers and customer service representative, facilitating the needs of the driver in daily operations.

II Immediate Leader

Senior Operations Manager/ Operations Manager.

III Duties and Responsibilities

1. Plan dispatched by reviewing all the booked pick-up per cubic meter, weigh, pick-up address and priority level of the cargo to fully utilize all chassis and trucks to ensure that all cargoes booked will pick- up.
2. Request cash advance for arrastre, driver's transportation, truck renewal, truck clearances by filing up cash advance form then forward to the cash advance custodian to ensure all drivers has money to spend in the daily pick- up.
3. Monitor trucks by checking the Global Positioning System (GPS) and calling the driver from time to time to ensure giving the information to the needed parties.
4. Cascade all reports engaged in the operations by sending SMS or email to ensure that involved personnel for immediate actions and for customer service representative can give on time updates.
5. Create truck utilization report and Manpower salary by encoding truck trip logbook in the system to ensure that all drivers and helpers will compensated on time and to be able for the fleet finance to check profit and loss for each truck.

DDC: *Please refer to printed files for signatures of approvers.*

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6. Facilitating warehouse cargo transfer by checking the warehouse inventory per destination to ensure that there will be no cargo that will be aged more than (5) five days in the warehouse.
7. Assist all new drivers and helpers in the hiring process by asking the requirements and giving forms needed to ensure all newly hired drivers and helpers have completed all documents needed.
8. Secure Proforma waybill for drivers and warehouseman by logging all the PWB used and liquidate all PWB in finance department to provided PWB when needed.
9. Prepare manpower by reminding and collect all trip tickets to be encoded in the system to ensure manpower used in the delivery will be compensated on time.
10. Perform other task that maybe assigned by management from time to time.

IV Minimum Qualifications

1. College graduate of any 4 years course any field
2. Minimum of 2 years' experience on the position or with related experience.
3. Good coordination and analytical skills are required.
4. Willing to take graveyard shift.
5. High stress tolerance.

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