

DISPATCHER

DESCRIPTION

Are you looking for a new and exciting career in the transportation industry? Dispatching is a growing industry that plays a vital role in North America's economy. Dispatchers supervise and coordinate activities of workers engaged in manufacturing products, delivery and much more!

SKILLS

- Excellent communication skills
- Attention to detail and procedures
- Good time management skills to work within deadlines
- Excellent computer skills
- Good eyesight, hearing, manual co-ordination and dexterity
- Multi-task requests for service and dispatch
- Thrive in team dynamics

DUTIES

- Answer telephone requests
- Process and transmit information to field personnel
- Prepare daily work schedules and runs
- Record keeping
- Monitor personnel workloads and locations
- Maintain work records and prepare reports (for example, accident reports, complaint forms)

EDUCATION

- **Completion of secondary school is required**
- Class "B" License may be required

RELATED PATHWAY OPTIONS

Operations Manager
Highway Dispatcher
Driver Managers/Trainer
Safety & Compliance Officer
Mobile Equipment Dispatcher

SALARY RANGE \$40,000 to \$85,000

VISIT WWW.MYOCCA.CA FOR MORE CAREERS IN CONSTRUCTION

WHERE TO TRAIN

CANADIAN AUTOMOTIVE & TRUCKING INSTITUTE-DISPATCH TRAINING

AVAAL-DISPATCH TRAINING

PROGRESSIVE TRAINING COLLEGE OF BUSINESS & HEALTH-DISPATCHER TRAINING

OTHER OPTIONS

N/A

GETTING STARTED

THE OCCA CAN HELP YOU EXPLORE THESE THREE PATHWAYS:

- 1** You can begin by applying for a job directly in the Construction Industry. Once you begin working with a Construction Company or Contractor you will quickly gain the necessary skills needed to advance yourself through in-house, work-as-you-learn training.
- 2** You can get started through an apprenticeship program by combining on the job training with technical in-class training, gaining experience and increased responsibility. You can work in the industry, get paid, and work towards earning credits .
- 3** You can enroll in a University, Community College or a Private Technical School to study and prepare yourself for a Career in Construction. All of this information may be found through our website.

