



Crew Dispatcher & Logistics Support

Job Type	Permanent Full-Time
# of Openings	1
Posting Date	2024/04/12
Closing Date	Open Until Filled
Salary	\$25.00/hr - \$29.81/hr
Location	Western Canada

We recognize that everyone's needs are unique. We will consider a remote or hybrid work arrangement after an indoctrination period.

WORKING FOR COBALT GROUP

Cobalt Group is the industrial contractor of choice; we set the benchmark for service excellence. Safety is an integral part of our company's operating philosophy and is a key component of our overall success. We are committed to the safety and well-being of our employees.

Main Duties and Responsibilities

The Crew Dispatcher & Logistics Support ("Dispatcher") position reports to the Asset Manager. The Dispatcher is responsible for calling and assigning temporary crews for capital and maintenance projects. The dispatcher supports the Asset Manager in organizing ground support for mobilizing and de-mobilizing projects. The role is an integral part of the team, and the team works closely with the company's managers and superintendents to coordinate the mobilization of crews to a client's worksite. Must understand the importance of acting with urgency, being organized, and paying attention to detail. They must be proficient in Microsoft Office (Excel, Word, and Outlook). To succeed in this role, the candidate is self-motivated and a team player.

Accountability and Contacts

- Reports to the Asset Manager for general guidance, direction, and support.
- Internal contacts include managers, superintendents, human resources, and payroll.
- External contacts include current and potential temporary employees as well as suppliers and sub-contractors.

Areas of Responsibility

The Dispatcher will demonstrate and foster a culture of safety, transparency, and collaboration. They will receive requests for crewing and will dispatch individuals according to written instructions provided by the project manager or their designated superintendent(s). They will deploy workers to job sites in accordance with these instructions. The candidate must have a problem-solving attitude, safety mindset, and ability to collaborate.



General Responsibilities

- People
 - Contribute to the professional communication and relationship management with:
 - Employees
 - Sub-contractors, Consultants & Suppliers
 - Clients & project stakeholders
- Safety
 - Model safe work behaviours.
 - Fill jobs based on crewing requirements as identified by the project manager or designated superintendents. (e.g. required certifications, safety orientation, drug testing)
 - Notify individuals and the safety coordinator when certifications and required training are expiring.
- Crewing
 - Contact individual crew members and direct them to their assigned job site.
 - Provide crew rosters and payroll to the project manager or designated superintendent(s).
 - Communicate effectively by telephone, email, or other communication devices.
 - Organize, maintain, and update a master dispatch roster.
 - Prepare standard reports and process data.
 - Maintain logs of deployed crews to assigned jobs.
 - Adhere to internal controls and protect company assets.
 - Monitor for corrective action implementation.
- Logistics Support
 - Communicating with frontline supervisors, suppliers, retailers and clients.
 - Track supplies and resources from deployment through delivery.
 - Maintaining accurate inventory and documents and assisting with audits.
 - Handling data entry and routine correspondence.

Other duties and responsibilities may be assigned by the Asset Manager based on business requirements.



Qualification and Skills

- High school diploma / GED;
- Highly motivated with a strong work ethic;
- Solid understanding of Microsoft Office products (Excel, Word, Outlook);
- Ability to multi-task, prioritize, organize, and complete workload while remaining flexible to changing conditions;
- Effective communication skills with a positive attitude;
- Willing to work extended periods during peak work periods;
- Ability to work both independently and directly with other team members as required;
- Ability to maintain confidentiality when managing company records.

Preference may be given to:

- Customer Services and/or call center, dispatch or supply chain experience.
- General trades knowledge considered an asset.

HOW TO APPLY

Your resume should clearly identify how you have the knowledge, skills, and experience to be successful in this position. Submit your resume to resumes@cobalt-group.ca with the job title in the subject line. Thank you for your interest in working with Cobalt Group.