

NEW BAKERY COMPANY

Logistics / Dispatch Supervisor / Transportation Department

General Purpose:

This position will be responsible for overseeing the daily dispatch routes for all lines of business to ensure the effective and efficient delivery of product and services to all New Bakery Company customers.

Job Description

Major Duties and Responsibilities:

- Use technology based applications to evaluate routes, to determine and achieve efficiency objectives for the company
- Manages complex scheduling, including rescheduling of trucks and drivers
- Inputs data accurately and efficiently into spreadsheet format and windows – based applications
- Provides input on drivers' performance appraisals.
- Works with Oracle Operating Systems to establish appropriate reports
- Will be working with Logistics Mapping Software such as PC miler to develop the best routing system possible.
- Maintain an accurate database for all driver/ shipping related information
- Actively participate in process flow documentation and standard operating procedures and identify opportunities for improvement based on customer needs.
- Continually stays in contact with drivers to provide instructions and to help build team spirit by providing support where needed.
- Excellent organizational skills
- Complies with all Department of Transportation (DOT) and Occupational Safety and Health Act (OSHA) regulations and company safety practices and procedures.

Knowledge/ Qualifications/ Skills/Experience Needed:

- Bachelor degree (Preferred) or Minimum 3 years experience in the Logistics field
- Experience with Logistics Mapping Software Example: PC Miler
- Experience with Oracle Operating Systems
- Experience with D.O.T rules and regulations
- Experience with Border Crossing and/ or Steam ships preferred
- Able to communicate all scheduled assignments in a timely fashion
- Good interpersonal (informing others, listening) and communication skills
- High Proficiency Computer skills in software programs (Logistics Software, Word, Excel, PowerPoint, Email)
- No Relocation

Equal Opportunity Employer – EOE

Interested parties should respond to:

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