



## JOB DESCRIPTION FORM

<b>Position:</b>	Dispatcher
------------------	------------

<b>Organizational Information:</b>	<b>Department:</b>	Equipment & Workshop
	<b>Project:</b>	North Macedonia Corridor 8 & 10d Motorway Project
	<b>Immediate Supervisor:</b>	Dispatch Chief / Supervisor
	<b>Reporting Position(s):</b>	Drivers

<b>Summary:</b>	A Dispatcher is a professional who ensures that everything runs smoothly by coordinating with relevant supervisors and passengers, providing precise logistics for drivers to follow along on their routes, and coordinating delivery times. Dispatchers are the point of contact for drivers and have all the information needed to make deliveries.
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Enforce safety rules and regulations.</li> <li>• Plan work assignments and equipment allocations to meet transportation, operations or production goals.</li> <li>• Direct workers in transportation or related services, such as pumping, moving, storing, or loading or unloading of materials or people.</li> <li>• Review orders, production schedules, blueprints, or shipping or receiving notices to determine work sequences and material shipping dates, types, volumes, or destinations.</li> <li>• Inspect or test vehicles, equipment, or facilities to ensure that they are safe, free of defects, and consistent with specifications.</li> <li>• Prepare journey plans and inspect the route</li> <li>• Renewal and keep log of required documents for trucks, buses, minibus, SUV`s, pick-up, sedan`s etc...</li> <li>• Ensure all machinery&amp;equipment are allowed for using public roads</li> </ul>

<b>Job Requirements:</b>	<b>Education Level:</b>	Highschool Diploma
	<b>Discipline:</b>	N/A
	<b>Foreign Language:</b>	Macedonian(Native), English (Advanced), Albanian(Advanced), Turkish(Preferably)
	<b>Computer Skills:</b>	MS Office
	<b>Functional Competencies (Technical Knowledge and Skills):</b>	Driver License(B,C,D)
	<b>Experience:</b>	Minimum 10 years of experience
	<b>Work Conditions:</b>	Monday – Friday, 8 hours a day
	<b>Other:</b>	