



DISPATCHER

POSITION SUMMARY:

Earle Transit is part of the Earle Companies, supporting operations across asphalt, materials, and site development. We keep projects moving by coordinating trucks, drivers, and materials efficiently and safely. Earle Transit is seeking a Dispatcher to coordinate daily trucking operations, ensuring timely delivery of materials to job sites, plants, and customers. This role is critical to keeping field operations running smoothly by managing schedules, communicating with drivers, and adjusting to real-time changes.

ESSENTIAL JOB FUNCTIONS:

- ☒ Schedule and dispatch trucks and drivers based on daily operational needs
- ☒ Coordinate with plant operations, project teams, and field crews
- ☒ Monitor driver locations, routes, and delivery timelines
- ☒ Adjust schedules in real-time to account for weather, traffic, or job site changes
- ☒ Communicate clearly with drivers to ensure efficiency and safety
- ☒ Track loads, deliveries, and production to maintain accurate records
- ☒ Ensure compliance with DOT regulations and company policies
- ☒ Assist with problem-solving and troubleshooting delivery or scheduling issues

QUALIFICATIONS

- ☒ Previous dispatching or logistics experience preferred (construction or trucking industry a plus)
- ☒ Strong communication and organizational skills
- ☒ Ability to multitask and make quick decisions in a fast-paced environment
- ☒ Familiarity with trucking operations, routing, and scheduling
- ☒ Proficient in Microsoft Office and dispatching software
- ☒ Knowledge of DOT regulations is a plus

All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.