

Shelter Products is searching for a full-time Dispatcher for our traffic department. This position is responsible for the daily dispatch operations of the company including scheduling and tracking shipments, negotiating with freight carriers and responding to inquiries.

DUTIES INCLUDE:

- Scheduling and coordinating of all deliveries for customers ensuring materials are delivered on time.
- Negotiate rates to consistently ensure the best possible price.
- Resolve trucking-related issues.
- Effectively communicate with vendors and internal customers.

QUALIFICATIONS:

- Growth orientated
- Able to excel in a fast-paced, high-stress atmosphere
- Effective verbal, written and interpersonal communication skills
- Attention to detail and accuracy
- Ability to multi-task
- Effective in negotiating rates
- Team-orientated
- Decision making, problem-solving and analytical skills
- Computer skills to include proficient knowledge of MS Office as well as the ability to learn proprietary software within a reasonable time frame
- Experience in commercial transportation business
- Experience working with flatbed truck carriers

WE OFFER:

- Competitive Salary
- Excellent benefit package
- 401(k) plan with company stock option
- A results-driven winning team

For a comprehensive look at our company, view our website at www.shelter-products.com.

Please submit your resume to Tammy Hooper, Human Resources Director at thooper@shelter-products.com or fax to (503) 233-2515.