



BLARNEY CASTLE OIL COMPANY

WE ARE HIRING

DISPATCHER

The primary responsibility of this position requires knowledge of the logistics of the loading, transport, and delivery of petroleum products to numerous BCOC convenience store sites and to Independent dealers. The incumbent dispatches Transport Drivers who operate tractor-trailer rigs for the delivery of petroleum products. The incumbent tracks the products loaded and/or remaining on each tractor-trailer unit in relation to the needs at each delivery point and routes each Driver in the most efficient and practical manner. Dispatching is performed on a seven day a week basis therefore the incumbent's work schedule is variable depending on needs of

Job Description:

- Initiates and receives telephone calls and email communications daily from various delivery points for the reporting of various fuel inventories and projected needs for the delivery of product.
- Performs help desk tasks receiving and making calls to provide information, answer inquiries and following up on matter involving numerous situations originating from BCOC operations and Independent Dealers.
- Audits all BCOC Driver log books including those for drivers operating Tank Wagons, Propane Trucks, Fuel Oil Trucks, Box Trucks, and Transports; Logs for Transport Drivers include the logging of time, locations, and hours. Audits are performed to ensure compliance with the Department of Transportation (DOT) regulations.
- Prepares paperwork related to Bills of Lading for all Drivers.
- High School diploma required; additional education related to the job function from a college or technical school preferred, or one to three years related experience or training, or equivalent combination of education and experience.

INTERESTED INDIVIDUALS

Please apply at: <https://careers-blarneycastleoil.icims.com/jobs/search?ss=1&searchLocation=12781-12806-Bear+Lake>