



## **ATLAS VAN LINES (CANADA) LTD. DISPATCHER**

Headquartered west of Toronto in Oakville, Ontario, Atlas Canada has become the "national mover of choice" for thousands of families and companies because of our quality service, ethical business practices, and our ability to provide customers with a positive moving experience. The company was established in 1963 and has provided exceptional value to our customers for over 50 years.

Atlas Canada is seeking a proactive, people-oriented individual that works well in a team environment and presents managerial growth potential. The ideal candidate for our Dispatcher role should also be dynamic and interactive. The Household Goods (HHG) Operations team provides the opportunity to participate and contribute to many facets of the logistical process associated with the movement of personal household goods.

### **Responsibilities and Essential Duties:**

- Plan, organize and coordinate the movement of shipments
- Effectively communicate instructions and information to drivers, agents and employees
- Maintain manifest history of dispatched orders
- Update orders, communicate and diarize pertinent information
- Provide support and assistance to agents, drivers and employees

**Employment Type and Hours:** Monday- Friday, 8:00 a.m. to 5:00 p.m. plus one Saturday per month from 8:00 a.m. to 12:00 p.m.

**Benefits:** Competitive base pay; drug/extended health/dental/EAP/critical illness/life insurance; pension plan; vacation and holiday pay; training opportunities

### **Required Skills:**

- Microsoft Office, AtlasNet & AS400 experience an asset
- Excellent interpersonal, communication and problem-solving skills
- Time management skills necessary to complete workload
- Team orientated
- Ability to build and maintain working relationships with drivers, agents, and employees

Email resume to [hr485@atlasvanlines.ca](mailto:hr485@atlasvanlines.ca)