



American Shipping Company

250 Moonachie Road
 Suite 500
 Moonachie, NJ 07074
 201-478-4600
 201-478-4601 Fax

4500 Pacific Coast Highway
 Suite 200
 Long Beach, CA 90804
 562-435-2327
 562-435-1204 Fax

1701 E. Woodfield Road
 Suite 840
 Schaumburg, IL 60173
 630-860-0782
 630-860-1149 Fax

Consolidators

N.V.O.C.C./O.T.I.

Custom Brokers

Freight Forwarders

Worldwide Logistics

Domestic Logistics

Total Logistics Solutions

Jr. Dispatcher:

The role of this position is to support the senior dispatcher in handling the daily functions for managing and dispatching trucks whether our own vehicles or others through our truck brokerage offerings. This job requires tracking, tracing, routing and billing both domestic and international shipment arrivals from place of availability or arrival to final destination. Duties will include dispatching owner operators, booking shipments with domestic carriers, creating and sending out VICS bills of lading, tracking shipments to final delivery, obtaining POD's and invoicing all shipments to our customers. All handled via our TMS system (Profit Tools).

Job duties:

- Input/Manage all shipments into our TMS System (Profit Tools)
- Invoicing all shipments whether from our dray operations or Truck Brokerage Operations
- Driver Settlement processes for our own drivers (FCL/LCL)
- Utilize Truck Brokerage Software (Profit Tools and carrier sites) to:
- Price shipments
- Select carriers
- Track shipments
- Enter data into our TMS (Profit Tools)
- Maintain logs and records of calls, activities and other information
- Schedule, plan and confirm deliveries
- Track All Shipments
- Troubleshoot and resolve any issues that arise with shipments
- Upload various documents to our systems/website
- Verify Delivery Orders/Bills of Lading regarding piece counts, container numbers (and total number of containers) Carton Quantities, weights, routing, etc.
- For international arrivals ensure shipment has arrived and is released/available for pick up from the pier/railyard/airport.
- Advise Customer Service representatives or clients of any delays in delivery of cargo or confirm deliveries.

Skills and Qualifications:

- Ability to multi-task is essential
- Knowledge of Microsoft Suite products, Excel and Outlook
- Must possess strong interpersonal skills
- The ability to work with a team or individually
- Any other ad-hoc duties as defined by the Senior Dispatcher
- 2 years minimum freight dispatch experience (preferred)

Compensation Package

- Salary commensurate to level of experience and tenure
- Fully Paid Medical Benefits (with buy up options)
- 2 Weeks paid vacation, plus one extra day per year up to 3 weeks
- 1 Week Paid Sick Days
- 3 Floating Holidays