



American Cartage & Distribution

# American Domestic Cargo

## Junior Truck Brokerage Dispatcher:

This role is to handle the daily functions for dispatching and routing both domestic and international shipments from place of availability or arrival to final destination. Duties will include sending booking shipments with domestic carriers, creating and sending out VICS bills of lading, tracking shipments to final delivery, obtaining POD's and working with an assistant to invoice the shipments.

### Job duties:

- Utilize Truck Brokerage Software (Profit Tools and carrier sites) to:
  - Price shipments
  - Select carriers
  - Track shipments
  - Enter data into our TMS (Profit Tools)
- And maintain logs and records of calls, activities and other information
- Direct and dispatch product movements with professional efficiency
- Consider predicted and real-time scenarios to keep routes efficient and productive
- Schedule, plan and confirm deliveries
- Use our online tracking system to keep an eye on trucks and goods
- Troubleshoot and resolve any issues that arise with shipments
- Upload various documents to our website
- Preserve excellent relationship with truckers and fleet owners
- Verify bill of lading number, piece count, container numbers (and total number of containers) shown on delivery orders received from our international division against VICS B/L's that you will be creating
- 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
- Flexible working hours (On call after 5 for emergencies only)
- Any other ad-hoc duties as defined by your Manager
- 2 years minimum freight dispatch experience

### 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
- Company Cell Phone allowance

PLEASE SEND RESUME TO [JOBS@SHIPAMERICAN.COM](mailto:JOBS@SHIPAMERICAN.COM)

\*\*\*PDF FORMAT ONLY. No other format will be accepted\*\*\*

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

4800 Beach Blvd., Ste 3  
Jacksonville, FL 32207  
904-240-3183  
201-478-4717 Fax

Domestic Truck Brokerage

"Local Cartage/Warehouse  
Operations"  
650 Belleville Turnpike  
Kearny, New Jersey 07032  
201-941-4990  
201-941-3632 Fax

Consolidators

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

Custom Brokers

Freight Forwarders

Worldwide Logistics

Domestic Logistics

Total Logistics Solutions