



## Open Position Albuquerque Dispatcher



### Job Brief

Duke City Redi-Mix, a leading provider of high-quality concrete products in Albuquerque and the surrounding areas, is currently seeking a reliable and skilled Dispatcher to join our team. If you are experienced in logistics and have a strong aptitude for coordinating the movement of materials and resources, we encourage you to apply. We offer competitive wages and a comprehensive benefits package, including health insurance, 401k, and paid time off.

### Job Requirements

- High school diploma or equivalent
- Knowledge of logistics and dispatching operations
- Strong communication and organizational skills
- Ability to work both independently and as part of a team
- Willingness to learn dispatching software and communication tools
- Willingness to work flexible hours, including weekends and holidays, as needed

### Job Responsibilities

- Coordinate and dispatch delivery of concrete products to job sites efficiently and on schedule.
- Maintain open and effective communication with mixer truck drivers, customers, and team members.
- Monitor and track the location and progress of the mixer trucks.
- Adjust dispatch schedules as needed to accommodate changes in deliveries.
- Ensure compliance with all safety standards and protocols for dispatching operations.
- Keep accurate records of dispatch activities, including delivery schedules and customer information.
- Respond promptly to any issues or delays, working to resolve them to minimize disruptions.
- Utilize dispatching software and communication tools effectively to optimize the dispatching process.
- Collaborate with team members and supervisors to ensure seamless coordination of deliveries.
- Maintain a clean and organized work environment in the dispatching area.

**If you're a team oriented worker that takes pride in seeing a job well done within a dynamic team at Duke City Redi-Mix, please submit your resume outlining your work experience and your reasons for wanting to join our company.**

**Join us in our mission to deliver high-quality concrete products and contribute to our goal of Building a better New Mexico.**



**Scan to apply**

**Call (505) 877-5777 for more info**

**Visit: [dukecityredimix.com/careers](https://dukecityredimix.com/careers)**

