Dispatch Assistant - Operations

S. M. Hentges & Sons, Inc. – Jordan, MN

September 7, 2018

A growing, upper Midwest, highway-heavy civil contractor, S.M. Hentges and Sons, Inc. is excited to announce a career growth opportunity for the position of **Dispatch Assistant (DA).** The selected candidate will take on a key role in keeping our equipment, trucks, and crews working efficiently and profitably.

**Dispatch Assistant Responsibilities:**

* Dispatch and manage trucks from several vendors and provide updates to Project Managers and Director of Operations.
* Prepare and monitor all daily and annual transportation requirements and secure the necessary Department of Transportation permits associated therewith, including those for oversized equipment.
* Assist in the collection and coordination of information related to the transportation of materials and equipment.
* Proof timecards daily and determine appropriate cost codes.
* Coordinate weekly equipment inspection reports.
* Maintain log for equipment rentals.
* Assist with new employee orientations.
* Administer drug tests and comply with Proper Department of Transportation chain of custody requirements.
* Monitor and ensure vehicle tabs are current.
* Manage daily driver supplies and assist with tool inventory control, water meter acquisitions, and other.
* Prepare and manage the agenda and minutes for weekly shop meetings.
* Assist with job advertisements, maintain a log and files for candidates and applications.
* Prepare and manage IFTA Packets.
* Assist with preparations for annual company Safety Day and other events as they occur.
* Manage registration for employees taking DOT and erosion classes.
* Fulfill other general administrative duties for the Operations Department, Maintenance team, and field personnel.
* Perform such other duties and assignments as they are reasonably assigned by Management.

**Education and/or Experience**

* High School Diploma is required. We are expecting at least two years of business school, trade school, associate degree, or equivalent experience.
* Additional education or certifications related to Heavy Civil Construction, transportation, or technology are a plus.
* Experience in trucking dispatch and/or Heavy Civil Construction preferred.
* Excellent written and verbal communication skills are required.
* Proficiency with computer software used in the construction industry is advantageous but we require a high degree of proficiency in the Microsoft suite of office programs (Outlook, Excel, Word, PowerPoint).
* Familiarity with HCSS Heavy Job and E360 is a plus but not required.
* Attention to detail is a must. The ideal candidate will be a professional, a reliable team player, a self-starter who works with minimal oversight, a problem solver who thinks outside the box, and a flexible individual who enjoys working in a fast paced and fun work environment

Job Type: Full-time, Hourly Position. 40-plus hours per week. Ability to be flexible and work longer hours during our busy season (April through November) is expected.

Compensation is commensurate with the experience and qualifications of the selected candidate.

Apply Now at: [http://www.smhentges.com/careers.html](http://www.smhentges.com/careers.html%20)

*S.M. Hentges is an Equal Opportunity Employer*