

## Dispatcher – Afternoon

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### About Us:

CDS Group of Companies is the single contact for National and International clients looking for efficient and cost effective supply-chain solutions for the Canadian market.

Specializing in Ambient, Refrigerated, and Frozen supply chain food and beverage services, we strive to offer exceptional customer service to our clients, while promoting opportunity, and a team-first environment for our team. Our services include multi-temperature warehousing, distribution, freight and transportation management, customs brokerage, pick and pack fulfilment, cross-docking and transloading. A true "one-stop shop" operation, we can handle products from grocery to consumer goods for any company looking to improve their supply chain throughout Canada and from Canada to cross-border and international markets.

### About the Team:

The Transportation team is based in Richmond, BC, working around the clock to support our customers, drivers and Owner / Operators. We also have a hub in Calgary that services the Alberta region. We are a tight team that goes out of our way to ensure we operate a customer service oriented and safe working environment.

### What You'll Do:

- Scheduling – Assign drivers/carriers to trips and ensure they have all equipment required to meet departure times
- Load Planning - organize and prioritize orders to meet customer needs. Work with loaders and shunters to get trailers loaded. Be willing to go onto the dock if necessary
- Communicate with drivers to meet deadlines and solve last minute issues; achieve and maintain high service levels, and ensure they are 100% compliant with Transportation Safety Plan policies and procedures
- Collaborate with transport team and customers to facilitate successful and efficient deliveries
- Put paperwork together if required.
- Coordinate deliveries with night drivers
- Prepare / plan trips for morning city drivers
- Knowledge about reefers and trailers an asset.

### Who You Are:

- Flexible to take on tasks and change priorities as needed by the business
- Highly organized, quick thinker who can manage time-sensitive shipments in a fast-paced, performance-driven work environment
- Energetic people person who delivers personalized service, relating well to diverse personalities
- Strong data entry and telephone skills; proficient with Microsoft Outlook and Word
- 2 years' experience working with diverse customers
- Industry experience with a carrier, freight forwarder or customs broker
- Steel toe footwear must be worn on every shift



CDS TRANSLOAD  
CDS COLD STORAGE  
CDS CUSTOMS SERVICES LTD  
CANADIAN DRY STORAGE LTD  
CANADIAN DISTRIBUTION SERVICES LTD

- Familiarity with Accellos dispatch software an asset.
- Able to pass criminal background check.

**How to Apply:**

Interested applicants should submit their resume to [hr@cdsltd.ca](mailto:hr@cdsltd.ca). No agencies please.

**Internal applications are welcome! You must be employed for at least 6 months to be eligible to apply.**