

United Arab Emirates Jobs Expertini®

Courier Dispatcher

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Company: IIQAFGROUP

Location: Dubai

Category: healthcare-practitioners-and-technical

As a Courier Dispatcher, you will be responsible for monitoring pick-up and delivery schedules, assigning routes to couriers, and tracking packages from origin to destination. You will work closely with our couriers and customers to ensure that all deliveries are completed on time and in accordance with customer specifications. Additionally, you may be required to handle customer inquiries and resolve any issues that may arise during the delivery process.

Responsibilities

Coordinate and dispatch couriers to ensure timely pick-up and delivery of packages

Monitor pick-up and delivery schedules to ensure efficient routing

Assign routes to couriers based on package size, weight, and destination

Track packages from origin to destination to ensure on-time delivery

Communicate with couriers to provide necessary information and updates

Handle customer inquiries and resolve any delivery issues

Maintain accurate records of all deliveries and associated documentation

Requirements

High school diploma or equivalent

Previous experience in dispatching or logistics preferred

Excellent communication and interpersonal skills

Strong attention to detail and organizational skills

Ability to work in a fast-paced, deadline-driven environment

Proficient in computer systems and software applications

Knowledge of local roads and geography

Ability to multitask and prioritize effectively

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