

# United Arab Emirates Jobs Expertini®

## Dispatch Manager Jobs In Dubai UAE 2023 | Al Futtaim

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Company: Al Futtaim

Location: dubai

Category: other-general

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Description:

A Dispatcher is a professional who ensures that everything runs smoothly by coordinating with customers, providing precise logistics for drivers to follow along on their routes, and coordinating delivery times. Dispatchers are the point of contact for drivers and have all the information needed to make deliveries/.

Responsibilities:

Receive emergency and non-emergency calls and record significant information

Address problems and requests by transmitting information or providing solutions

Receive and dispatch orders for products or deliveries

Prioritize calls according to urgency and importance

Use radio, phone or computer to send crews, vehicles or other field units to appropriate locations

Monitor the route and status of field units to coordinate and prioritize their schedule

Provide field units with information about orders, traffic, obstacles and requirements

Enter data in computer system and maintain logs and records of calls, activities and other information

Requirements:

Proven experience as dispatcher or relevant position  
Tech-savvy with knowledge of relevant methods (CAD)  
Fast typing with experience in data entry  
Knowledge of procedures and guideline for emergency situations  
Proficient in English (oral and written)  
Outstanding organizational and multitasking abilities  
Active listener with excellent communication skills  
Sound judgement and critical thinking

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