



## Dispatch Head

- **Vacancy for:** 1
- **Posted on:** Oct. 16, 2017
- **Deadline:** Nov. 26, 2017, 11:55 p.m.

### Basic Job Information

Job Category : General Mgmt. / Administration / Operations  
Job Level : Senior Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Graduate (Masters)  
Experience Required : More than or equal to 5 years

### Other Specification

- Bachelor's or higher degree in any field or equivalent degree with experience more than 5 years in similar industry/position
  - Proven working experience as Dispatch Head
  - Drive for results and leadership skills
  - Excellent understanding of the full marketing mix
  - Highly creative with ability to think out of box
  - Experience in identifying target audiences and devising campaigns that engage, inform and motivate
  - Proven ability to develop brand and marketing strategies and effectively communicate recommendations to executive management
  - Strong analytical skills and data-driven thinking
  - Advanced communication and interpersonal skills
  - Up-to-date with latest trends and marketing best practices
  - Comfortable working with numbers, metrics and spreadsheets
  - Excellent command of the English language
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### Job Description

This position is responsible for managing the dispatch functions of Cement operations to ensure the efficient and effective movement of our customers' products. This includes Direct and indirect supervision of the dispatch team and the professional drivers. Beyond strategy development, the Dispatcher will develop and monitor field efficiencies and innovate new ways to improve operations. This position will also be responsible for handling complaints, discussing challenges and working with management to develop action plans to improve driver performance, profitability and customer service. The successful applicant must have a positive outlook and have the ability to multitask. Will need to be flexible to cover operations as needed. Ensuring employee satisfaction and reinforcing that drivers are the Company's most valuable asset is critical and a primary responsibility of this position.

### Essential Functions:

- Prepares daily orders for dispatch process units and follows up to ensure implementation of all operating instructions in order to achieve specified output at required level under safe operating conditions
- Reviews delivery orders daily ensures necessary inputs to the computers
- Coordinates with Sales & Marketing and other Production units to ensure that the delivery of cement and clinker is in accordance with the sales program.
- Checks daily the reconciliation of deliveries, stocks and non-shows reports investigates and resolves discrepancies in manual logs and computerized reports
- Ensures that all necessary checks are performed before delivery is made.

- Ensures proper bag storage at proper levels and re-ordering as necessary.
- Maintains good housekeeping and cleanliness in his area of responsibility and ensures the observance of all fire and safety rules and regulations
- Ensures that computerized and manual sales and dispatch documentation is properly input and processed.
- 9. Liaises with customer's representative and sales staff over the provision of products or shortfalls, to avoid complications and inconvenience to customers
- Monitors movement of vehicles at loading areas and investigates and resolves delivery problems
- Carries out daily inspection of packing plant and loading equipment with particular regard to weighbridge's precision and notifies Maintenance Division of any equipment malfunction
- Recommends and implements approved procedures and systems to ensure maximum operational efficiency
- Ensures the collection & distribution of computerized product order and delivery notices to coordinate the scheduling & delivery information with the Sales & Marketing Department
- Performs other related jobs as assigned by superiors
- Embrace, promote and lead continuous improvement efforts, including selection and implementation of dispatch component of enterprise software
- Find and create efficiencies regarding hauling maximum tonnage, Coordinating backhaul opportunities, conserving fuel, reducing idle time, etc. by utilizing available technology
- Set and monitor productivity, service, and safety targets for each route and driver
- Ensure drivers and trucks are being utilized for full days and full weeks.
- Establish and maintain a positive relationship with all drivers. Create a driving experience that is number one in the industry

**Report To:** Head-Account/Sales

**TO APPLY:**

Qualified candidates are requested to submit their resume and motivation letter, clearly marking for the post of " **Dispatch Head**" at [hrtcement@gmail.com](mailto:hrtcement@gmail.com) not later than **17th of Nov, 2017**

***The right candidate is expected to be excellent in written/spoken English and Nepali and is an excellent computer proficiency with working knowledge of full office package. Salary and perks will not be a bar for highly deserving candidates.***

***Only candidates who are under serious consideration will be contacted for the further selection process (es). The company reserve the right to reject any /all applications without out assigning any reason whatsoever. Canvassing at any stage of the processes shall lead to automatic disqualification.***

**OR,**

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**Applying Procedure**

Apply Link : <https://merojob.com/dispatch-head-2/>

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