

Huron Tractor is one of John Deere's largest partners in Canada, with nine locations servicing Southern Ontarians from East to West.

Our approach to business has always put the customer first. We're proud to serve a community of customers that spans agricultural and commercial organizations to homeowners, with one of the largest inventories of machines and parts in Canada.

Trucking and Dispatch Coordinator

Location: Exeter

Position Type: Full-Time Permanent

Job Responsibilities

This position reports to the Service Manager and is responsible for coordinating all long distance and local trucking from our Exeter Store:

- Renews Annual IRP Plates, Cab Cards, Wide Load Permits, County Permits, IFTA Stickers, Transponders, UCR Registrations
- Schedules annual service inspections for vehicles
- Reviews and schedules daily loads, while organizing routes effectively and building efficient loads
- Keeps online trucking schedule calendars up to date daily
- Reviews any outgoing/incoming sold units from other locations to fill loads
- Works with Service and Sales department to have equipment prepared for trucking, and all required paperwork completed
- Completes required paperwork for Wide Load, and Long Distance loads.
- Completes Quotes, Purchase Orders, and Invoices
- Reviews Drive trip Sheets
- Maintains sites and programs for trucking

Required Skills and Qualifications

- 3+ years of experience performing duties in a similar role
- Ability to organize work effectively and efficiently
- Detail oriented
- Proficient oral and written communication skills
- High School Diploma or Equivalent experience required

Please forward your resume with cover letter stating how your qualifications and experience fit with the position to hr@hurontractor.com, by April 6, 2018. We thank all for applying however only those selected for an interview will be contacted.

**Huron Tractor is an equal opportunity employer and welcomes applicants from all backgrounds to apply
"Accommodations will be made for applicants with disabilities"**