

Grow with us, and have a part in making Huron Tractor the “Right Choice” for our Customers!

Huron Tractor is one of John Deere’s largest partners in Canada, with eleven locations servicing Southern Ontarians. We’re proud to serve a community of customers that spans agricultural operations, commercial enterprises and homeowners, with one of the largest inventories of machines and parts in Canada.

Trucking and Dispatch Coordinator

Location: Exeter, Ontario

Position Type: Full-time Permanent

This position reports to the Service Manager and is responsible for coordinating all long distance and local trucking from our Exeter Store, and dispatching two transport trucks and one local pickup truck with trailer.

Why Huron Tractor?

Our commitment to great customer service starts with the great people on our team. We take pride in helping our employees develop careers that reward, enrich and grow with the individual.

- Great training opportunities through John Deere, as well as internal training
- Competitive compensation
- RRSP’s and extended benefits
- Employee Discounts
- Future Growth Opportunities
- Excellent team environments with a Social Committee that plans great events

Job Responsibilities

- 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.
- Dispatches two transport trucks and one local pickup truck with trailer.
- Completes quotes, purchase orders, and invoices
- Reviews drive trip Sheets
- Maintains sites and programs for trucking
- Prepares Customs Documents for import and export of Equipment

Preferred Skills and Qualifications

- High School Diploma or equivalent experience
- 3+ years’ experience in trucking/dispatch operations, or related role
- Ability to organize work effectively and efficiently
- Detail oriented
- Proficient oral and written communication skills

Please forward your resume with cover letter stating how your qualifications and experience fit with the position to resumes@hurontraCTOR.com by January 18, 2021. 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”**