



## Dispatcher – Colfax, WA

**Our business is expanding! We are looking for an individual who has transportation experience and is looking for a career with high customer impact as a dispatcher.**

*The McGregor Company serves growers in Washington, Idaho and Oregon with the seed, crop inputs, equipment, research and advice needed to raise healthy, sustainable crops. Our Trucking Division distributes product to our retail branches and direct to farm customers, utilizing 20-30 trucks & drivers.*

### Essential Functions:

- Responsible for taking, confirming, and dispatching product orders placed by internal and external customers.
- Responsible for communicating with drivers and customers about load details, matching loads, creating maps and using dispatch software
- Assist in maintaining accurate files and records for all employee training, vehicles, trailers, and equipment.
- Be flexible with work hour demands during busy seasons or as needed, including overtime and weekends.
- Assist/Perform accurate and timely completion of paperwork and reporting for inventory control, ordering parts/supplies and utilize a specialized ordering system.
- Responsible for safely using various tools, equipment, and vehicles. Responsible for keeping a clean and safe work environment, inside and outside.

### Other Functions and Occasional Requirements:

- Service and maintain tools, equipment, trailers, and vehicles.
- Assist with loading when required.

### Requirements:

- 2 years' experience as a dispatcher or equivalent time transporting goods in DOT regulated vehicles
- High School Diploma or GED Equivalent
- Helpful but not required: Class A CDL with HazMat (H), Tanks (N), Doubles/Triples (T) endorsements, TWIC, Enhanced Driver's License, or Passport
- Phone etiquette and customer service skills
- Knowledge of DOT Rules and Regulations
- Computer skills required; ability to learn various software programs (Excel, Word, and various web based programs)
- This is a Drug Free Workplace
- Knowledge of Ag fertilizer/chemical business helpful

**➔ To Apply: send resume and completed employment application to [hr@mcgregor.com](mailto:hr@mcgregor.com)**

**Application available on the Careers page at [www.mcgregor.com](http://www.mcgregor.com)**