

POSITION AVAILABLE

Date: June 7, 2010

Human Resources is currently accepting applications for the following full-time position:

Dispatch Assistant – Oil/Service

Hours: Winter: Monday – Friday, Sundays 10pm – 7am

Summer: Monday – Thursday 6pm – 2:30am, Sundays 8am – 4:30pm

ESSENTIAL RESPONSIBILITIES INCLUDE:

- Provides overnight coverage as oil dispatcher for late running trucks and the night truck.
- Provides overnight coverage as the service dispatcher for after hour emergencies.
- Calls in driver(s)/servicemen when/if after hour emergencies arise.
- Contact the managers on call in both oil and service areas to deal with special emergencies.
- Assist with phone and radio calls from drivers/servicemen.
- Enters all of the Castle truck deliveries for the next day into the system.
- Buck up service calls for the next morning/day that come in overnight.
- Runs reports such as delivery schedule, order entry schedule.

REQUIREMENTS INCLUDE:

- Good working knowledge of New York City, Westchester and Putnam Counties
- Excellent interpersonal skills and a customer oriented perspective required
- Must be detail-oriented, flexible and able to handle multi-task projects
- Must be a self-starter and able to work independently
- Must be able to work various work schedules and additional hours/days to meet the demands of the heating season
- PC literate

PHYSICAL DEMANDS:

- Ability to communicate over the telephone and radio
- Ability to sit for extended periods of time
- Ability to retrieve information from the computer

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

For more information, or to refer candidates, please call Edward in HR at extension 6644 or email edwardc@castle.us