



Job Posting

Dispatcher

Summary

Don Mann Excavating Ltd. is Victoria's premier supplier of excavating services. We've been serving the southern island for over 70 years, providing reliable, quality excavating for municipal, commercial, and residential projects.

We are looking for a full-time Dispatcher to join our team for a 6:30am – 3pm, Monday through Friday, shift; we're searching for someone who shares our passion for people and our core values. Don Mann makes everyone feel like family, and your role will be the heart of our day to day communications.

Yes, you'll ensure the right people and equipment are in the right places at the right times. But you'll also represent the company, promoting our core values, because you share them too:

- Safe – You promote a safe company that ensures all staff go home safe every day.
- Humble – You have an attitude of gratitude and remain calm even in the toughest situations.
- Hard Working – You solve the toughest problems for yourself and others.
- Principled – You do the right thing.
- Professional – You bring your best to every situation to make it a win-win.

You've probably worked in customer service before, perfecting your communication skills and mastering time management but have been looking for a company to grow with. Here's your chance!

Key Qualifications

- High School Diploma required;
- 3-5 years is a customer service role;
- Civil construction industry experience an asset;
- Demonstrated professional attitude and etiquette;
- Experience with Microsoft Office Suite (Word, Excel, Outlook);
- Ability to communicate clearly and effectively, even under pressure;
- Must have a valid driver's license;
- Proven ability to prioritize tasks and manage your time effectively.

Key Duties

- Schedules and dispatches field employees and equipment;
- Supervises and directs a large team of Equipment Operators and Truck Drivers;
- Supports the Operations Manger in procuring equipment, tools, and materials required;
- Manages daily dispatch reports;
- Acts as a home-base for clients by being knowledgeable, honest and eager to solve problems.



Application Instructions

If this sounds like the opportunity you've been waiting for, please apply via Indeed with a cover letter and resume today!

We thank all applicants for their interest, however only applicants selected for an interview will be contacted.