

**Champion Concrete Pumping, Inc is looking to add an additional full-time dispatcher/clerical with data entry to our team of professionals.**

To be "CHAMPION" material, candidate must be an outgoing, energetic individual who is able to think outside the box, good at multi-tasking and has a high level of customer service skills to schedule, coordinate and assign operators to cover customer needs. You will process, verify and resolve logistic issues. You must be able to communicate with customers and co-workers effectively. You must also have a working knowledge of computers, and modern office practices and procedures. You must be flexible and able to switch between tasks with quickly.

**Responsibilities:**

- Responds promptly to customer needs and solicits customer feedback to improve service. Occasionally manage difficult customer situations.
- Answering incoming calls, entering information directly into dispatching data base, scheduling & coordinating appointments with our customers effectively and efficiently in a fast-paced environment.
- Routing concrete pump trucks and conveyor trucks based on job requirements, operator skill level & geographic location.
- Ongoing daily communications with all customers.
- Misc. Clerical Office Work, including data entry and processing paperwork.

**Qualifications:**

- High School Diploma or equivalent
- Must be Drug-Free
- Excellent listening and comprehension skills on two-way radios and phones in a loud environment. Excellent verbal and written communication skills.
- Reading comprehension, time management, critical thinking, problem solving, organization, deductive reasoning
- Customer Focused
- Detail Oriented
- Ability to learn and retain knowledge
- Organized
- Ability to multi-task
- Excellent attendance and punctuality
- Team oriented
- Good Computer skills with a working knowledge of Microsoft Outlook, Word and Excel.

Compensation: D.O.E. Benefits include Medical, Dental, Vision, Life Insurance, 401K and paid vacation.

We are a small office and it is imperative all office staff work together, back each other up and help in varying tasks when called upon. A good attitude is a must!

We are an Equal Opportunity Employer. Minorities & women encouraged to apply.

**For more information on what we do, visit our website at: [www.championconcretepump.com](http://www.championconcretepump.com).**

**Apply in person or send resume to: 26769 W. Hwy 53 Hauser, ID -or- email [customerservice@championconcretepump.com](mailto:customerservice@championconcretepump.com) -or- call (208)773-8222.**