



INTERNATIONAL RAW MATERIALS LTD

**Dispatcher
Trail, BC**

International Raw Materials LTD (IRM) markets and distributes crop nutrients and industrial commodities through our extensive distribution system. We are committed to connecting agricultural and industrial customers to critical inputs through innovative, safe, and sustainable logistics solutions.

Duties and Responsibilities:

- Schedule trucks based on supplier availability and customer service demands to ensure timely and efficient delivery of products
- Coordinate with suppliers and relevant stakeholders to ensure timely delivery of materials and help resolve any logistical issues that may arise
- Assist with fertilizer and acid dispatching duties
- General office administrative tasks such as filing, data entry, managing correspondence, and maintaining office supplies
- Complete and maintain all necessary paperwork and records for deliveries to ensure accuracy and compliance
- Assist with the billing processes for rail and fertilizer shipments, ensuring accuracy and timely invoicing
- Ensure compliance with safety regulations and company policies to maintain a safe working environment.
- Other duties and responsibilities as assigned

Candidate Profile:

- High School Diploma or GED
- 2-4 years of relevant work experience
- Valid Driver's License
- Trucking and/or railyard experience, preferred
- Proven ability to develop creative solutions and think outside of the box
- Strong analytical and problem-solving skills along with the ability to take initiative
- A team player with the ability and understanding of how to operate in a dynamic environment with shifting priorities
- Demonstrate a strong commitment to safety and focus on continuous improvement
- Solid verbal and written communication skills
- A proactive and organized attitude to enhance effectiveness of daily operations
- Experience with, or willingness to learn, truck scheduling software
- Proficiency in Microsoft Office Suite, SharePoint, and Microsoft Teams

***If you are interested in applying for this role, please send your resume to resume@irm.com**