WORK VAPOR

Job Link: https://workvapor.in/jobs/dispatch-operation-associate-scheduling-and-dispatch-wfh/

DISPATCH OPERATION ASSOCIATE – SCHEDULING AND DISPATCH WFH

HIRING ORGANIZATION

Atlas Evaluation (AEIS)

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 21, 2026

JOB LOCATION

? Remote work from: India

DESCRIPTION

Dispatch Operation Associate

Atlas Evaluation (AEIS) is hiring a Dispatch Operation Associate. The position focuses on daily dispatch coordination and employee scheduling. Candidates should be organized and comfortable working in a busy environment.

Contact: +91 6264800151
Email: palakndwhiteforce@gmail.com

Work Mode: Remote
Employment Type: full time

The selected candidate will coordinate engineers, inspectors, and drivers. The work includes scheduling, appointments, paperwork, training coordination, and daily assignment checks. Strong communication and problem-solving skills are required.

Responsibilities

- Coordinate daily activities of engineers.
- Coordinate daily activities of inspectors.
- Coordinate daily activities of drivers.
- Manage employee schedules.
- Schedule delivery appointments.
- Schedule pick-up appointments.
- Prepare daily dispatch paperwork.
- Coordinate inspector training.
- Track required certifications.
- Coordinate clearance checks.
- Complete daily closeouts.
- Reconcile daily assignments.
- Review dispatch schedules.
- Coordinate employee allocation to projects.
- Meet with project managers.
- Discuss project staffing requirements.

- Resolve dispatch-related issues.
- Communicate with customers.
- Communicate with customer representatives.
- Support customer service expectations.
- Ensure efficient use of personnel.
- Ensure efficient use of equipment.

Required Skills

- Excellent communication skills.
- Strong organizational skills.
- Good attention to detail.
- Strong technical aptitude.
- Good customer handling skills.
- Good problem-solving ability.
- Good analytical skills.
- Ability to prioritize tasks.
- Ability to find quick solutions.
- Ability to work in a fast-paced environment.
- Ability to work in a busy office.
- Ability to manage multiple activities.
- Dispatch operations experience is preferred.
- Customer handling experience is preferred.

Work Requirements

The candidate should be able to manage changing priorities during daily operations. Clear communication with employees, customers, and project managers is important. The position requires accurate scheduling and proper assignment tracking.

Application

Interested candidates can contact +91 6264800151 or send their resume to palakndwhiteforce@gmail.com