



Ontario Redimix, A CRH Company is currently hiring a **Scheduler** to join their growing team!

Who we are

Recognized as one of [Greater Toronto's Top 100 Employers](#), Ontario Redimix has been a trusted supplier, providing the materials, expert advice and value-added services to build roads, highways, schools, homes and buildings. As a business we pride ourselves on around the clock service along with safely delivering quality concrete to our customers at a competitive price. Ontario Redimix is a proud member of Concrete Ontario giving our customers assurance that we are committed to producing and providing high quality concrete to our customers.

CRH is a leading provider of building materials solutions that build, connect and improve our world. Employing 78,500 people at 3,390 operating locations in 29 countries, CRH has market leadership positions in both North America and Europe.

Why Work with Us?

- We are a global leader in construction services and materials
- Rewarding career development in Canada and Internationally
- Group Medical, Extended Health and Dental Plan starting from Day 1
- Defined Contribution Pension Plan
- Service Awards
- Discounts on gym membership, telecommunications, home and auto insurance

Location: Etobicoke

Job Responsibilities:

- Reporting to the Distribution Manager, you are responsible for organizing, analyzing and overseeing the operation of the hour-to-hour management of shippers, drivers, batchers.
- Responsibilities also include ensuring that a high level of customer service is maintained within the budgeted delivery cost, utilization and efficiency to meet strategic business objectives.
- Promoting a safe work environment; documenting and reporting all related issues as per CRH Canada policies; As first contact you will be coordinating all emergency situations with management, human resources and field staff;
- Understand and operate in accordance with company programs, policies and legislative requirements to ensure that environmental standards and performance objective targets are met.

- Dispatching and Scheduling of trucks by organizing, analyzing and overseeing the assigned work load in order to provide a high level of customer service while achieving all budgetary targets;
- Improve efficiency by analyzing KPI's and developing strategies and recommendations for improvements.
- Improve customer service by evaluating all information at hand to determine what type of actions are necessary to satisfy the delivery needs of the customer; uses tools as Command dispatching software, GPS, Zello VOIP Radio software, Cisco Jabber and Microsoft Office
- Work closely with Customer Service Representatives, Field Representatives and Sales staff to address all customer service related concerns.
- Provide support and dotted-line responsibility for dispatchers.

Requirements:

- High School diploma and/or related construction field experience
- Efficiently handles high volume of calls, answers and directs inquiries.
- Ability to multi-task. Prioritizes and performs a variety of concurrent tasks with minimal direction.
- Sound knowledge of OH&S policies, procedures and regulations.
- Familiarity with equipment, technology and processes related to the ready-mix concrete industry.
- Ability to supervise hourly employees.
- Must be flexible to work various shifts and weekends.
- Strong geographical knowledge of Toronto region and surrounding areas.
- Successfully demonstrate working in and fostering a team environment.

Visit our website for more information at www.crhcanada.com

CRH Canada Group Inc. recognizes Canada's diverse landscape. Accommodation is available upon request for applicants with disabilities throughout the recruitment and selection process.