

Dispatcher and Secretary Responsibilities

Keep office clean.

Keep everything organized and in its proper place.

Have a great attitude with all clients while at work.

Be on time every day, tardiness will not be accepted.

All accounts payable and receivable are to be up to date at the end of every day.

All billing must be done within a 24 hour turn around.

All office supplies that are needed must be kept on a running list so that The Crane Guy's can provide the office staff with sufficient material to be more efficient.

All tasks requested for must be completed by day's end or communicated to management that one was unable to accomplish finishing the task.

If there is down time communicate this to management and management will give you another task.

Must be clear on the phone and never use profanity or provocative language in the work place.

Must be willing to fill in where needed in the situation at hand.

Must communicate with operators via phone and text messaging about jobs for the next day. This is to happen before the end of shift each day.

Make sure there is confirmation and understanding of all responsibilities for the next day.

Responsible for:

Taking down job information and scheduling lifts.

Cross checking time sheets and invoices for employee's hours.

Communicating to management when an employee is under performing or has complaints from any customers.

Taking out all trash at the end of each day.

Answering phones.

Filing paper work.

Job tickets with maps for the next day.

Coordinating job checks with sales personnel.

Filing liens.

Forwarding phone lines at the end of the day.

Constant communication with management and operators.

Office supplies.

Keeping crane and operator certification up to date.

Keeping registration up to date.

Keeping insurance up to date.

Keeping contacts up to date.

Keeping bathrooms clean.

Payroll up to date.

Workers compensation up to date.

All mail distributed.

Delete

Reply Reply Forward

Spam

Move... Move...

[Go to Previous message](#) | [Go to Next message](#) | [Back to Messages](#)

Select Message Encoding

[Full Headers](#)

Check Mail

New

Mail Search Mail Search