



INDUSTRIES OF MISSISSIPPI  
Managers: Please Post on Bulletin Board:

**DISPATCHER-DRIVER JOB OPENING ANNOUNCEMENT**

DATE: 01/19/2019

A position is being posted for Dispatcher-Driver effective immediately for the Administration location.

The position for Dispatcher-Driver is being posted for a period of ten working days, effective this date.

Interested parties wishing to apply should do so in writing to the Human Resource Office, 104 East State Street, Ridgeland, MS. 39157. You can also contact HR at Roy Johns ([rjohns@goodwillms.org](mailto:rjohns@goodwillms.org)) and/or Kimberly Edwards ([kedwards@goodwillms.org](mailto:kedwards@goodwillms.org)) if you apply via email.

**About this position:**

The Dispatcher-Driver for Goodwill Industries of Mississippi, Inc. will be responsible for scheduling donation pick up donations from homes, businesses, or other locations and arranging transport to retail locations under the direction of VP or Supervisor. Answer incoming phone calls and transferring to appropriate department, taking accurate messages when necessary. As a Goodwill Van Driver, responsible for transporting clients and other individuals from one Goodwill location to another.

**Primary Duties:**

Must have a valid Mississippi State Driver's license, proof of insurance, and a clean DMV driving record.

Maintain required maintenance records. Report any unsafe vehicle conditions to supervisor.

Understand and adhere to specified load limits.

Report accidents immediately.

Communicate to supervisors and donors in a professional and respectful manner.

Other duties as assigned by Supervisor, or VP of Operations.

Input donation data.

Utilize corporate e-mails.

**Knowledge, Skills and Abilities Required:**

1. High School Diploma
2. Impressive communication, presentation, and interpersonal skills.
3. Solid knowledge of the computers and associated software.
4. Excellent time management and organizational skills.

The above statements are intended to describe the general nature and level of the work being performed by an individual assigned to this work. This is not an exhaustive list of all duties and responsibilities. Goodwill Industries of Mississippi, Inc. management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status

This job opening will be closed on 02/03/2021 and the successful candidate will be notified within 5-7 working days thereafter.

Revised January 19, 2021