***Ready Mix Concrete Batch/Dispatch***

Central Valley Concrete & Trucking is seeking a Dispatcher/Batch man.  This position will reside at our Plant in Denair, CA and cover plants as needed in Turlock and possibly Newman.  
   
Responsibilities will include dispatching and batching of ready mix trucks using computer software, managing materials inventories, requisitioning and ordering materials, employee oversight, customer service, and inside sales.     
   
 Essential Responsibilities and Tasks

* Responsible for the day-to-day-Scheduling of drivers, customer orders, batching of ready mix concrete.
* Ensure compliance with all health, safety, and environmental legislation, regulations, and company policies and procedures.  Report any unsafe condition, accidents or incidents to supervisor immediately.
* Maintain work area in a clean, organized, and safe manner.
* Work with plant management to identify problems and potential problems that need to be addressed.
* Perform plant inspections and complete inspection documentation.
* Help ensure quality product and timely deliveries to our customers with focus on company’s performance objectives and targets.
* Familiarity with California DOT regulations
* Order products and supplies for ready mix operation (i.e. cement, aggregates, admixtures, color, fiber, etc.).
* Focus on customer satisfaction, and public relations when fulfilling job duties.
* Assist in responding to sales and customer requests.
* Startup of the plant and the directing of drivers as position evolves.
* Mon-Saturday. We do both night and day work, so must be flexible on hours.
* Regular and on-time attendance.
* Other duties as assigned.

 Minimum Qualifications

* High school diploma or general education degree (GED) preferred.
* Prior experience in the ready mix concrete business or related industry preferred, but not required.
* Proficient with computer and software databases, MS Office
* Experience in resolving problems and dealing with demanding situations.
* Ability to understand oral and written instructions relating to maintenance and products

Email [Ralph@centralvalleyconcrete.com](mailto:Ralph@centralvalleyconcrete.com) with your resume to be considered for an interview (please note the position you are applying for). Thank you.