

Highway Supply, LLC is looking to hire a full-time Traffic Control (TC) Dispatcher. The TC Dispatcher is responsible for the daily execution of customers' requests, by safely and efficiently scheduling and directing the activities of TC field crews and/or resources in support of the Companies goals, customer satisfaction, regulatory requirements, and management plans.

The ideal candidate will have the ability to take initiative, work independently (with minimal supervision), have basic computer skills (including experience with Microsoft Office), and the ability to multi-task in a fast-paced environment. In-house training will be provided, however experience with dispatching multiple drivers is a plus! Great people skills, strong organizational skills, and the ability to multi-task is a must as this is a very detail oriented position.

Responsibilities include, but not limited to:

- Answering phones timely and courteously
- Assisting customers' needs, questions, and scheduling
- Documenting all pertinent information
- Ability to work with a computer based job/equipment tracking software (data entry)
- Dispatch drivers in a routed manner, relative to job locations
- Convey clear and accurate direction to traffic control technicians
- Set and manage productivity expectations
- Discuss job details in depth when necessary with traffic control technicians
- Other duties as the need arises

Our hiring process is tougher than most companies. Each applicant must provide appropriate employment references, and must pass a drug and alcohol test. We do conduct background checks and may have the candidate take personality/integrity and aptitude tests.

Highway Supply, LLC is a traffic/construction safety services company based out of Albuquerque, New Mexico. We provide construction traffic control/barricading, roadway striping and striping removal, highway signing installation, sales of these products and have a full production sign shop. We have been in business since 1985. We are an EOE. We are a drug free workplace and we conduct random drug/alcohol testing. Safety is a top priority for us.

Highway Supply has been recognized as one of the Top Workplaces in New Mexico for 2016! Please email resumes to hr@highwaysupply.net or you may also fill out an application in person at our office located at 6221 Chappell Rd NE.