

**Area Dispatcher**

United Rentals, the largest equipment rental company in the world, is offering an exciting opportunity for an Area Dispatcher ready to grow their career with the leader in the industry. To continue our tremendous success and unparalleled growth, we are searching for qualified and ambitious individuals to organize the daily dispatch of equipment for a metro area in a safe and timely manner, and assist the inside sales representatives as necessary. Responsibilities will include:  
Plan and oversee dispatch of drivers within the metro-area to maximize efficiency and customer delivery responsiveness. Must work closely with Operations Managers and Inside Sales Representatives to ensure deliveries are properly scheduled and executed to guarantee superior customer service.  
Scheduling drivers and organizing the daily dispatch of all equipment for the metro area   
Coordinating transportation demands for equipment under normal and emergency situations  
Perform record keeping on all purchase orders and warranties on trucks, trailers, and branch equipment  
Maintain customer relations via phone and fax, making additions, cancellations, and changes regarding equipment location  
Arrange for all emergency field repairs  
Oversee the loading and unloading of all equipment and supplies in a safe manner  
Support and comply with all safety initiatives and polices; including attending safety meetings and performing safety inspection within company and governmental policies

Superior customer service remains the backbone of United Rentals, therefore your willingness and ability to provide this to each customer makes you a top-notch candidate. To be qualified for this position, the ideal candidate must have a high school diploma, technical knowledge of the DOT/Federal Motor Carrier rules and regulations, and strong organizational skills. The candidate should have a basic knowledge of excel/ PC skills and RentalMan Knowledge helpful. We look for candidates with a positive and professional phone demeanor, the ability to multi-task, and a diligent attention to safety. A valid driver's license with an acceptable driving record is required.

United Rentals, Inc. is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.

Please contact [kelly.french@adp.com](mailto:kelly.french@adp.com) for more information or dial me direct at 714-266-2277