



Position Available

Concrete Dispatcher / Customer-Service Representative

Summary:

Kuhlman Corporation, based in Maumee, OH, is one of the largest producers of ready-mixed concrete in Northwest Ohio and Southeast Michigan. We are seeking an energetic and detail-oriented individual to take orders and dispatch ready-mixed concrete trucks to residential, commercial and industrial jobsites in and near Toledo, OH.

Location: Kuhlman Main Office in Maumee, OH

Reports to: Kuhlman Director of Concrete Operations

Dispatching / Customer-Service Responsibilities:

- Professionally and pleasantly takes orders from customers via telephone and email.
- Assigns drivers for scheduled concrete deliveries. Effectively plans delivery routes.
- Gets concrete orders out on time.
- Checks and reviews all orders before they are shipped.
- Handles customer questions and issues.
- Prepares invoices, delivery tickets and related documents.
- Communicates effectively with customers, Kuhlman drivers and other Kuhlman personnel.
- Completes other duties as assigned.

Required Skills:

- High school diploma or general-education degree (GED) required.
- Ready-mixed concrete experience highly desirable and preferred, including 1) working with concrete contractors, 2) knowledge of concrete mixes, and 3) professional dispatching experience.
- Strong interpersonal, customer-service, math, and computer skills.
- Ability to communicate effectively in person and on the phone with Kuhlman customers and Kuhlman employees, including drivers, sales people, operational personnel, and accounting staff.
- Team player, with the ability to build positive relationships.
- Works safely. Displays initiative. Is always on time. Has an excellent attendance history.
- Ability to multi-task in a fast-paced environment.
- Ability to work nights and on Saturday if required by customer demand.

Compensation: Based on skills and experience. Comprehensive employee benefits. Full-time position. Business-casual attire.

For Questions or to Submit a Resume: Email amalone@kuhlman-corp.com, Kuhlman Corporation Human Resources Coordinator.