

Job Posting: Assistant Dispatcher – Crane and Rigging Company

Position: Assistant Dispatcher

Location: Hayward, CA

Employment Type: Full-time

Salary: Competitive, based on experience

Schedule: 5 day a week 8-5

About Us:

Join our dynamic team at Hatton Crane & Rigging, a leader in the crane and rigging industry. We specialize in providing reliable and efficient crane and rigging solutions for industrial, construction, and infrastructure projects. Our commitment to safety, teamwork, and exceptional customer service sets us apart.

Position Overview:

We are seeking an organized and detail-oriented Assistant Dispatcher to support our dispatching operations. In this role, you will play a key part in coordinating schedules, maintaining equipment availability, and ensuring timely communication between the field team and clients.

Key Responsibilities:

- Assist in planning and dispatching cranes, equipment, and rigging teams to job sites.
- Communicate schedules and updates to field crews, drivers, and clients.
- Track equipment availability, maintenance schedules, and job progress.
- Respond promptly to schedule changes, emergencies, or client requests.
- Maintain accurate records of job assignments, equipment usage, and work orders.
- Coordinate with the operations team to ensure all projects meet safety and compliance standards.
- Provide administrative support, including data entry and reporting.

Qualifications:

- High school diploma or equivalent; additional education or certifications in logistics or dispatching is a plus.
- 1-2 years of experience in dispatching, logistics, or a related field, preferably in the construction or crane/rigging industry.
- Strong organizational and multitasking skills.
- Excellent communication and problem-solving abilities.
- Proficiency in using dispatch software, scheduling tools, and Microsoft Office Suite.
- Familiarity with crane and rigging equipment is preferred but not required.
- Ability to work in a fast-paced environment and adapt to changing priorities.

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.

- A supportive and collaborative team environment.
- Commitment to safety and excellence in every project.

How to Apply:

Interested candidates should submit their resume and a brief cover letter highlighting their relevant experience to vern@hattons.com .

Please include code "**Assistant Dispatcher Application 101**" in the subject line.

Hatton Crane & Rigging is an equal opportunity employer. We encourage candidates from all backgrounds to apply.

Join our team and help us deliver exceptional service in the crane and rigging industry!