



**BUILD THE COMMUNITY,
BUILD YOUR FUTURE.**

**CAREER OPPORTUNITY:
Concrete Dispatch/Order Entry**
Appleton – WI

Are you looking for a rewarding career? Do you enjoy variety and working in a fast-paced environment? MCC, Inc. is looking for motivated and detail-oriented candidates to join our team!

Concrete Dispatch/Order Entry Responsibilities:

Concrete Dispatchers are responsible for professionally communicating with MCC, Inc. team members, drivers, and customers to ensure the timely delivery of quality ready-mix concrete. Responsibilities include answering phones, responding to customer requests and inquiries, and entering work orders into our dispatching systems. Additionally, dispatchers must coordinate multiple delivery schedules and routes, driver start times, and load schedules to ensure customers are serviced in a timely manner. Utilizing fleet management software, dispatchers communicate with and monitor driver progression to provide assistance during the delivery process. The ideal candidate would be able to work in a fast-paced team environment and would also be able to communicate effectively with various departments such as HR/Safety and Maintenance to ensure fleet safety and compliance.

MCC, Inc. is a versatile company that requires employees to cross-train on other duties or work-tasks as assigned. Additionally, all employees are expected maintain compliance with all work-place rules and regulations according to company policy, and all governing agencies.

Concrete Dispatch/Order Entry Requirements

- 2 years minimum knowledge and experience of aggregate and concrete products preferred.
- High School Diploma or Equivalent with an understanding of basic math preferred.
- Must be able to handle multiple tasks and priorities in a high volume, and fast paced work environment.
- Independent judgment and decision-making skills, with the ability to problem solve
- High level of accuracy, attention to detail, and organization with the ability to establish priorities.
- Knowledge of geographical areas and weight limits, with the ability to read and interpret maps.
- Ability to take directives from a variety of people and departments for efficient operations.
- Communication skills, both verbal and written; including the ability to provide and comprehend clear instructions or directions (both general and technical).
- Basic understanding of Excel and Microsoft Office with the ability to adapt to various computer programs through training.

BUILDING YOUR FUTURE WITH MCC, INC.

MCC, Inc. offers competitive wages and a comprehensive benefits package that includes medical, dental, vision, 401K and match, HSA/FSA medical accounts, personal time off, paid holidays, and more!
MCC, Inc. also offers CDL tuition assistance, career planning, and advancement opportunities!

A BETTER FUTURE IS CALLING, WHAT ARE YOU WAITING FOR? APPLY NOW:

Apply Online:
www.mcc-inc.org

Email a Resume:
hr@murphyinc.org

Mail a Resume
MCC, Inc.
PO BOX 1137
Appleton, WI 54912

For more information contact Human Resources at: 920-749-3360

MCC, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.