



Dupre' Logistics is currently seeking a part-time **Dispatch Intern**. This position will be based in our Corporate Office in Lafayette, La.

Dupre' Logistics is a fast growth transportation & logistics provider that is adding to our organization in order to meet and exceed these goals:

- provide safe service that's profitable
- continue to profitably grow our business
- be the employer of choice
- be a career destination rather than a stepping stone on your career path

**This position offers a flexible work schedule during normal business hours (Monday-Friday, 8 a.m. - 5 p.m.)  
Dispatch Interns will average approximately 10-15 hours per week.**

**Key Duties:**

- Assist in data entry
- Answer and direct customer calls
- Compile Excel spreadsheets and Word documents for the department when needed
- Handle personal and confidential information in a professional manner at all times
- Other duties as requested by the planners

**Job Qualifications:**

- Able to work flexible hours
- Great Attitude
- Good communication skills and strong attention to detail/accuracy
- Ability to work independently, self-starter and goal oriented
- Must have working knowledge of Microsoft Word and Excel

**Dupré Logistics, LLC**

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