

Scale Operator/Office Assistant:

Accurately weigh and record all data on inbound and outbound materials. Work directly with public and handle cash and credit transactions. Work directly under the supervision and direction of the operations manager.

Duties:

Accurately Weigh vehicles in and out on computerized weigh scale
Direct haulers to proper loading/unloading areas and answer questions accurately
Greet all customers, vendors, and employees in a friendly, service-oriented manner
Maintain accurate records & prepare daily reports on incoming/outgoing materials
Visual inspection of loads-may require climbing on vehicles to inspect.
Waste screening and Identification of non-accepted material (hazardous waste, hot loads, etc.)
Assist Manager with accounts receivable and billing, enter data into accounting software, filing, and other administrative tasks
Regular cleaning-including office, breakroom, and restrooms.
Keep manager informed of all problems and matters needing her/his attention
Other duties as assigned

This person is the primary scale operator and is required to be at work daily for the facility to operate. Time off, unless an emergency, will be scheduled ahead of time to ensure a substitute is available to cover duties.

Qualifications:

People Skills/Customer Service (ability to work with and get along with others: public, haulers, and coworkers),
Math Skills, Computer Skills, basic understanding of accounting
Dedicated employee with a good work ethic
Ability to maintain confidentiality
Good communication skills
Follow oral and written instruction and write clearly
Ability to calculate weights and charges by hand and make correct change

Attention to detail, multitasking, and the ability to work in a sometimes stressful and fast paced environment is a must. This is an office environment job but also requires going outside in all types of weather to inspect loads, maintain scale area, give directions, etc. Load inspections are required and climbing on vehicles, bending, kneeling, stooping, and lifting may be required.

Benefits after eligibility include:

*Health, dental, vision and life insurance- paid by employer for employee (spouse/family split 90%/10%). Eligible 1st of the month following 60 days employment.

*IPERS retirement- Eligible day 1.

*Holiday pay, vacation pay, and sick pay based upon years of service- eligible after 90 days.

*Aflac insurance coverage available paid by employee-eligible after enrollment.

*Clothing allowance for necessary safety gear-eligible after 90 days of employment for office staff except for boots if employee chooses.