



Position

Scale Operator/Office Assistant

Job Description

Scale Operator/Office Assistant position will oversee the transloading of material from railcar to truck. This position will help maintain an efficient office environment and provide administrative support to others in the organization. Position will answer incoming telephone calls, direct plant visitors, and implement and maintain a filing system.

Position Responsibilities

Key duties may include, but are not limited to:

- Oversee loading of trucks from railcars.
- Enter and maintain inventory and activity data into the appropriate system.
- Communicate with drivers, the transloading team, and the corporate office.
- Prepare and forward reports to corporate office, as needed and/or requested.
- Prepare documents, reports, and correspondence.
- Monitor and maintain office supplies, and coordinate purchasing of such with the Purchasing department at the corporate office.
- Ensure office equipment is properly maintained and serviced.
- Receive and inventory any incoming parts and/or supplies; coordinate packing slips with purchase orders.
- Answer phones, email, take messages, and communicate information timely to others.
- Greet visitors and clients, and direct them to the correct staff member.

Education and Experience

- High School Diploma or equivalent.
- Candidate must have extensive communication and organizational skills.
- Business training at the collegiate level is an advantage.
- Competent computer skills, including e-mails and Microsoft Office.
- Numerical and literacy skills