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SCALE OFFICE ASSISTANT

Coast Aggregates is looking for a Scale Office Assistant at our Squamish location. We sell top quality construction aggregates, sand, decorative rock and organic top soil throughout the Sea to Sky Corridor. This highly-visual position is responsible for providing all necessary assistance in weighing inbound and outbound trucks, answering the phone, directing incoming visitors, assisting landscape depot customers, calculating and processing payments, and other administrative duties as necessary.

Job Functions:

- Greet customers, direct customers and other traffic, answer questions accurately
- Create weigh slips for customers
- Enter and edit manual tickets
- Answer telephone calls in a professional manner
- Greet and assist all incoming visitors, answer/direct customer inquiries
- Provide landscape depot product information and price quotes to customers
- Provide assistance with coordinating material deliveries
- Communicate to Pit employees using company radio system
- Maintain cleanliness and organization of the scale office
- Processing customer payments accurately
- Perform related clerical duties, such as word processing, maintaining filing, faxing and photocopying
- Approach all encounters with employees, customers and vendors in a friendly, service-oriented manner
- Check visitors in and out
- Other special projects, duties, and tasks as assigned

Requirements:

- Articulate and pleasant telephone manner
- Excellent customer service and communication skills
- Excellent organizational skills and attention to detail
- Excellent computer skills, including Word and Excel in a Microsoft Windows environment
- Ability to multitask in a dynamic work environment
- Minimum of one year previous office experience

Other Skills/Abilities:

- Detail-oriented & accurate
- Oral and written communication skills
- Organizational and problem solving abilities
- A willingness to take initiative
- Knowledge of efficient office procedures

This is an hourly position with regular hours of Monday to Friday, 8am to 4pm, with an unpaid 30 minute lunch break. Pay is dependent on experience, in the range of \$15-\$17 per hour. *Schedule may change to Tuesday – Saturday effective March 1*

To Apply: Submit your resume and cover letter detailing experience to Marika Maki at contact@coastaggregates.com

Closing Date: August 26, 2016 or until position is filled

While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.