



## SEASONAL SCALE ATTENDANT

Coast Aggregates is looking for a **Seasonal** Scale Attendant at our Squamish location. We sell top quality construction aggregates, sand, decorative rock and organic top soil throughout the Sea to Sky Corridor. As the Scale Attendant you will provide all necessary assistance in weighing the inbound and outbound trucks, answering the phone, directing all incoming visitors, assisting landscape depot customers, operating a skid steer loader to load small vehicles such as pickup trucks, and other administrative duties as necessary.

### Essential Job Functions

- 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
- Load pickup trucks with a skid steer loader
- Performing other relevant duties as required

### 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
- Must have a Class 5 Drivers License and clean driver's abstract
- Previous Skid-Steer loader or equipment operating experience is an asset (training will be provided)
- Must be able to read, write, verbally communicate and understand verbal and written instructions in English.
- Must be able to verbally communicate directly with supervisors, co-workers and customers; using radio and/or telephone equipment.

### Education & Experience

A minimum of 6 months related experience.

### Hours of Work (Approx. 36 hours per week)

*Seasonal Position – February 15<sup>th</sup> to September 30<sup>th</sup>*

Tuesday through Friday, 8am to 4pm - Saturday, 9am to 3pm

\*Hours and days of work subject to change. May change to Monday – Friday effective July 1\*

### Rate of Pay

\$14 - \$15 per hour, depends on experience

Please email your resume to [marika@cardinalconcrete.ca](mailto:marika@cardinalconcrete.ca) . We thank all applicants for their interest; however only those selected for an interview will be contacted. No phone calls please.