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OFFICE CLERK & SCALE ATTENDANT

Coast Aggregates is looking for a fantastic, detail orientated Scale Office Clerk at our Squamish location to cover a maternity leave. 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 for our gravel pit, answering the phone, directing incoming visitors and assisting with landscape depot customers, calculating and processing payments and other administrative duties as necessary.

Job Functions:

- Greet customers & direct traffic
- Assist with answering telephone calls in a professional manner
- Provide landscape depot product information and price quotes to customers
- Provide assistance with coordinating material deliveries
- Weigh loaded trucks and print customer tickets for signature
- Communicate to Pit employees using company radio system
- Maintain cleanliness and organization of the scale office
- Process customer payments
- Perform related clerical duties, such as word processing, maintaining filing, faxing and photocopying
- 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 6 months of clerical 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

Perks of Working Here!

- Flexible
- Social, active coworkers who enjoy a fun work environment
- Your work day finishes at 4pm
- Company Functions: BBQs, Outings
- Discounts and Benefits

This is an hourly position with regular hours of Monday to Friday, 8am to 4pm, with an unpaid 30-minute lunch break. Ideally the job will start March 5th and continue until April 30th 2019*

**Potential to stay on with the company, provided you are a good fit, as we are an ever-growing business.*

Pay: above industry standard

To Apply: Submit your resume and cover letter detailing experience to Marika Maki at marika@cardinalconcrete.ca

Closing Date: February 16th 2018

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