

Job Title: Scale Operator/Admin
Department: Scale
Revision Date: 10/16/2018



Position Overview

This position will oversee the loading of finished sand. This position will also help maintain an efficient office environment and provide administrative assistance to support others in the office. He/she will answer incoming calls, direct plant visitors, and implement and maintain a filing system.

Job Duties:

These 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
- Answer phones, email, take messages, and communicate information timely to others.
- Greet visitors and clients, and direct them to the correct staff member

Skills/Qualifications:

- 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
- High Attention to detail
- Ability to be cross-trained to assume other responsibilities

Physical job requirements:

- Lift up to 25 pounds
- Work effectively in an office environment
- Use hands to type, handle, control, or feel objects or tools
- Sit for long periods of time
- Bend or twist the body
- Repetitive movements, repetitive use of computer/office equipment
- Medical clearance to wear respiratory protection
- Willingness to further training or education, if requested
- Able and willing to work extended work schedules, overtime, weekends, and call-ins, if necessary

- Team-oriented, effective communicator (verbal and written), able to offer technical expertise and guidance, and have the ability and willingness to build rapport with department team members and external agencies.
- Ability to manage multiple tasks and set priorities appropriately
- Standard current computer applications knowledge, including word processing and spreadsheets

*Understand that our company functions as a cohesive operation and often employees serve in many roles and various functions or capacities

**The above list is not an all-inclusive of duties and/or requirements. You will be expected to perform various tasks as required by the company, customer, or external agencies. As business objectives change, so to may the required job responsibilities.