

JOB OPPORTUNITY FORM

Position Title:

Asphalt Scale Clerk

Position Summary:

Load and weigh trucks using the Astec Weigh Mate and EONE LIFE system. Enter order information into LIFE system. Interface and work with other departments (plant and paving operations / QC). Assist customer in identifying needed product/tonnage. Maintain cash and COD records. Work closely with Sales/Plant/Administrative personnel on daily tasks.

Qualifications:

- Safety minded
- Dependable attendance is mandatory
- Task oriented, capable of performing multiple tasks
- Detail oriented with excellent organizational skills
- Good oral communication and listening skills
- Knowledge of computer basics (Microsoft Excel, Word)
- Ability to perform basic math computations. Proficient in 10-key and typing skills.
- Friendly, courteous phone skills
- Excellent customer service skills
- Flexible working schedule – Weekends/evenings/nights are a regular occurrence. (Irregular Hours)
- Willing to work overtime and weekends
- Must be willing to work at both Metro Asphalt plants as needed.
- Interact with aggregate dispatch and customer service
- Must possess or be willing to obtain weigh master's license
- Must be able to speak English. (Spanish as a second language is a plus)
- Must be able to pass pre-employment drug/alcohol test
- Be a team player and work well with others in high-pressure situations. Positive/helpful attitude is required.
- Knowledge of products, industry terms and state regulations for legal weights for roads is preferred
- Reliable transportation
- Knowledge of Denver Metro area is preferred

Educational Background:

High School Diploma or equivalent

Experience:

Knowledge of aggregates, asphalt, and concrete. Previous scale, dispatching or order-taking experience preferred

Salary:

Dependent upon experience

Location:

West Asphalt Plant / North Asphalt Plant

Reply To:

Applications must be received no later than May 15, 2010 and be addressed to: 1590 W 12th Ave, Denver, CO 80204
Attn: Pat Hartshorn