



Scale Operator/Office Assistant

DIVISION: Grain
REPORTS TO: Facility Manager

EMPLOYEE:
STATUS: Seasonal/Non-exempt

PURPOSE AND SUMMARY STATEMENT

Under the direction of the Facility Manager, this position primarily focuses on the operations of scaling inbound and outbound grain.

ESSENTIAL JOB FUNCTIONS

Operate the oneWeigh scale computer efficiently with accurate input of data including, but not limited to: commodity, weights, grades, proper customer information, and proper hauler information.

Probe trucks, wagons, etc. efficiently and effectively to obtain samples that accurately reflect the entire delivery.

Become familiar with the location's customer base to enhance scale operation efficiency.

Become proficient in grading corn and soybeans to identify quality issues.

Display basic customer service and communication including answering phones when other office staff is occupied, communication to customers regarding elevator hours and ticket information.

Assist Facility Manager and other elevator office staff with filing, reporting, tidiness of scale operation area and other duties as directed by the Operations Manager.

Assist CSR Staff with scale ticket information including corrections & customer information.

OTHER JOB FUNCTIONS

Displays an attitude that enhances the safety, efficiency, and success of a team based environment.

Performs related duties as assigned.

REQUIREMENTS

Proven ability to work independently and in a team-oriented environment

Understanding and willingness to learn grain grading.

Preferred basic computer skills

Must have and maintain a valid driver's license and have the ability to travel independently and overnight when necessary.

Ability to work extended hours and on-call as business conditions warrant.

Occasionally exposed or required to:

- Noisy conditions
- Working conditions may include dust, fumes, chemicals, and electrical hazards with appropriate safety measures