



Dispatcher / Scale Operator

Pave-Al Limited

Seasonal

Reports To: General Superintendent

Starts On: To be determined

Responsibilities:

In the position of Dispatcher / Scale Operator your responsibilities will include but not be limited to:

- Operating weigh scales and scale software
- Handle cash and credit transactions as well as completing daily scale house inventory reports
- Answer phone calls and responding to general inquiries from the public or customers
- Maintain and organize daily trucking schedules and as well as organizing rental equipment
- Other duties as assigned

Requirements:

- Must be willing to work flexible hours, nights and weekends as needed.
- Good Communication skills including oral and written
- Must have great organizational skills
- Works well with others
- Must be able to accommodate changing schedules
- Basic computer skills and familiarity with weigh scale software
- Must have own transportation.
- Previous experience in a scale-house with dispatch responsibilities is required

Pay Rate: \$29.00/hr

Interested applicants are requested to forward resume to careers@paveal.com

Unsolicited resumes from staffing firms will not be accepted. We will contact candidates selected for an interview. Accommodations are available upon request.