



8026 Fremont Pike
Perrysburg, Ohio

Part-time Scale House Attendant / Office Assistant

Cardinal Aggregate, Inc. is seeking a part-time Scale House Attendant / Office Assistant to join our team. The ideal candidate should possess excellent communication skills, be detail oriented, hardworking, and have a service oriented attitude.

Duties include but not limited to:

- Operate Scale House computer to accurately weigh and ticket trucks
- Monitor truck/customer activity and keep accurate records of all sale
- Communicate with drivers and loader operators on C.B. and 2-way radio
- Assures the readiness of the office area for each working day; opens the building at the designated time and has all front desk activities fully operational at the start of business hours.
- Welcomes and directs visitors by greeting them, providing instruction in person or on the telephone, in a polite and professional manner and relays information to appropriate staff.
- Maintains telecommunication system by following instructions for house phone and console operation.
- Maintains safe and clean work area by complying with procedures and rules.
- Coordinates communication between various departments and co-workers, schedules meetings, distributes reports and keeps all parties informed of general business operations.
- Accepts & prepares deliveries of packages, sorts and distributes incoming mail and other correspondences.
- Maintains and updates systems for filing, inventory, mailing, and databases.
- Contributes to team effort by accomplishing related tasks as needed.
- Respects and maintains privacy of the employee's, customers, and vendor's confidentiality at all times.
- Secures the building at the close of each working day.
- Participates in staff and educational meetings.
- Operates and maintains office machinery; Types, Scans, Faxes and Copies documents.

Requirements:

- Intermediate knowledge of MS Outlook, Word and Excel
- Excellent verbal, interpersonal and written communication skills
- Ability to multi-task and maintain organization
- Applicant must be an energetic, flexible and motivated self-starter