



CAREER OPPORTUNITY SCALE ATTENDANT

Hourly Rate: \$23.00/hr

Job Summary

Z'gamok Aggregates, a subsidiary of Z'gamok Enterprises Inc., an Indigenous business fully owned by Sagamok Anishnawbek, specializes in custom aggregate production and heavy equipment, provides a diverse range of services including haulage, sand and gravel supply, and surface mining services.

Z'gamok Aggregates is recruiting a customer-focused, self-motivated individual with a proven record of safety and reliability to fill the position of Scale Attendant.

The Scale Attendant is responsible for the accurate operation of the truck scale at a licensed aggregate pit and for administering all documentation, record-keeping, and customer service functions associated with material sales and outbound deliveries.

Duties and Responsibilities

- Weigh incoming and outgoing trucks using a certified scale
- Issue scale tickets
- Verify material types (gravel, sand, crushed stone, etc.)
- Input and reconcile load and transaction data in the computer system to ensure accurate record-keeping.
- Collect private load client information accurately
- Direct truck drivers to proper loading areas
- Communicate effectively with equipment operators, clients, and brokers
- Complete daily data inputting and submission of reports in a timely manner
- Work in a safe manner in compliance with OHSA and company policies
- Other duties as assigned

Qualifications

- A valid G class driver's license with reliable transportation
- Successful completion of High School Diploma
- Knowledge of aggregate materials considered an asset
- 1-2 years administrative experience
- Good proficiency with Microsoft Office applications
- Basic math and data entry skills

- Customer service abilities
- Attention to detail and accuracy
- Ability to multitask in a fast-paced environment

Interested applicants must submit a copy of their resume to:

E-MAIL: employment@zgamok.ca

or

MAIL: Z'gamok Aggregates, P.O. Box 2434, Sagamok, Ontario, P0P 2L0

Deadline for applications:

Posting will remain active until sufficient applications received and/or position filled

We appreciate and thank all candidates for their interest in this position however only those selected to move forward in the recruitment process will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodations are available on request for candidates taking part in all aspects of the selection process.