



Westhills Aggregates LLP
 999 Westhills Drive,
 Penticton, British Columbia, V2A 0E8
 Phone: 250-492-2225

EMPLOYMENT OPPORTUNITY

Position Title	Scale House Operator	Hours of Work	40 Hours per Week
Department	Westhills Aggregates LLP	Reports To	Manager
Status	Full-Time/Permanent	Wage	\$22-\$28 per hour (Based on experience)
Location	999 Westhills Drive, Penticton, BC, V2A 0E8	Deadline	Open until filled

Established in 1992, Westhills Aggregates specializes in the production and processing of sand and gravel, with an emphasis on crushing and screening of construction aggregates. In addition to the trucking and delivery of aggregates, Westhills Aggregates also conducts civil and earthworks construction, including road maintenance, site preparation, excavation, snow plowing/removal, water line and septic system installations.

Job Summary:

The Scale House Operator is the first line of service for our customers and will be responsible for scale house operations, process billing and office administrative support. Activities include operation of the scale software, recording all sales, providing pricing and sales information, scheduling, dispatching deliveries and processing billing. Office activities include administrative tasks, customer service, operation of office equipment and the upkeep of inventory. The Scale House Operator will assist the finance department with data entry, processing payments, recording transactions, etc.

Key Responsibilities:

- Tare in and weigh out all trucks and vehicles on the scale. Truck drivers to sign tickets. Finalize all cash/card sales.
- Provide price information on materials and delivery rates to customers.
- Assist customers with the amounts of materials needed. Larger projects forwarded to the Manager for quotes.
- Assist finance department with tasks such as data entry, processing payments, recording transactions, etc.
- Schedule deliveries of gravel sales. Order forms to be completed in full.
- Review orders before dispatching deliveries to drivers.
- Communicate with the loader operator on radio to let them know when trucks are entering the pit.
- Create bills for trucking time when drivers are on their jobs by the hour.
- Print and review invoice reports, making sure all tickets are accounted for and correct if adjustments are needed.
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Update and ensure accuracy of the organization's databases.
- Forward total monthly invoice report to the Manager for final review.
- Adjust tickets as directed by the Manager.
- Prepare invoices and statements for electronic mailing.
- Answer phones, give information to callers, when necessary, screen and route calls to appropriate personnel. No personal information is to be given.
- Maintain a filing system.



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- Operate office equipment such as printers, photocopiers, postage meters, fax machines, etc.
- Dust all equipment and front office area once a week, including the top of filing cabinets. Air compressor to be used to clean printers.
- Keep inventory of all ordered forms i.e.: tickets, invoices, hired equipment, purchase orders and general office supplies.
- Carry out daily secretarial/clerk duties as required.
- Administer Accounts Receivable where applicable and perform AR duties as assigned.
- Other duties as required.

Qualifications and Requirements:

Minimum Academic/Educational Requirements

- Completion of Secondary School.

Other Certification, Licenses, Designations and/or Training

- Valid Class 5 Driver's License and reliable personal vehicle.

Specific Job Skills and Levels

- Knowledge of workplace safety.
- Analytical thinking skills.
- Proficient computer skills.
- Interpersonal skills.
- Effective verbal and listening communication skills.
- Time management skills.
- Ability to work in a team environment with minimal supervision.
- Make suggestions for improvement.
- Ability to communicate effectively with managers, co-workers, and customers.
- Respect diversity - treat others with respect.

Minimum Level of Experience

- 3 years of customer service experience.

Assets

- Administrative support education/experience considered an asset.
- General Bookkeeping education/experience considered an asset.
- Knowledgeable of First Nations, or specifically PIB, communities, nation, & history.

Working Conditions

- Manual dexterity is required to operate computers and peripherals.
- Ability to manage multiple tasks at once while maintaining accuracy and productivity.
- Sitting at workstation for extended periods of time.
- Interacts with the public, customers, employees, and management.
- Overtime as required.



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Westhills Aggregates offers a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career **respond with Cover Letter and Resume to the attention of: Human Resources, Email: Jonah@westhillsaggregates.ca.**

The posting will be open until filled.

*Westhills Aggregates provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons who are members of the Penticton Indian Band, to persons who are of the Okanagan Nation, to persons who are of Indigenous heritage, First Nation or Metis'. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***