



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
Fax: (907) 344-2844 • www.anchsand.com

Position: **Scale House Operator**

Subsidiary: Anchorage Sand & Gravel Co., Inc. (AS&G)

Reports to: Scale House Supervisor

Classification: **Seasonal.** Non-Exempt. Full Time, 5+/40+.

Location: Anchorage, Alaska

Job Summary:

This position is responsible for correctly ticketing all trucks to match material, weight, price, etc. at the Scale House. Includes answering phones and talking to customers and contractors.

Specific Responsibilities (including but not limited to):

- Make sure that all scale tickets match material, weight and price, double-check for correctness. All tickets have to be signed.
- Closes all paperwork at the end of the day.
- Watches for any trucks that are leaking any type of fluid. Contact Operations Manager immediately and provide truck number.

Requirements:

1. HS Diploma preferred.
2. MS Office proficient. Knowledge of computer invoicing desirable.
3. Good math skills. Knowledge of calculators to provide multiple arithmetic operations.
4. Knowledge of construction industry and products is desirable.
5. Possesses organizational as well as oral and written skills sufficient to deal with customers and fellow employees.
6. Provide a professional and positive attitude.
7. Must be able to work weekends and overtime.
8. Must have Alaska Driver's License and own transportation.



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Benefits:

- Paid overtime.
- Paid holidays.
- Medical/ Dental/ Vision insurance.
- 401(k) Plan.
- Profit Sharing Plan.
- Bonus Plan.

AS&G is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other legally protected status.

AS&G is a drug free work place; passing a drug and alcohol test will be required prior to employment. Random drug testing during employment.

Please send cover letter and resume to:

Anchorage Sand & Gravel Co., Inc.

Dave Johnson, Sales Manager

1040 O'Malley Road
Anchorage, AK 99515

Fax: (907) 344-2844

E-Mail: dave.johnson@anchsand.com

Online: www.anchsand.com