

E ENERGY ADAMS, LLC

Temporary Scale Operator Assistant

Job Description

Title Temporary Scale Operator Assistant

Department(s) Commodities

Reports to Risk Manager

Job Summary

The Scale Operator Assistant is responsible for assisting with all commodity inbound tasks, commodity outbound tasks. Position will require the ability to multi-task, manage stress, be organized, detail oriented, accurate, and possess strong verbal and written communication skills. It is important to represent the company in a pleasant, friendly, and professional manner at all times to provide exceptional customer service.

Summary of Essential Job Functions

- Probe trucks to collect grain samples.
- Input ticket information into computer.
- Print scale tickets.
- Complete bill of ladings.
- Responsible for inbound and outbound traffic control.
- Responsible for checking that trucks are on scale correctly.
- Obtain accurate inbound/outbound information.
- Responsible for cleanliness of grain lab and proper care of equipment.
- Assistant Scale Operator.
- Other duties as assigned by Risk Manager.
- Maintain high level of service and work performance, promote team environment and maintain pleasant work environment.

- Maintain confidentiality of all records and company matters.
- Promote E Energy Adams in the community.

Minimum Requirements

High school diploma. Grain grading and scale operation experience in elevator or grain-related manufacturing plant preferred. Good communication skills, basic computer skills and customer services skills necessary. Must be willing to have a flexible schedule and work overtime.

Abilities Required

The Temporary Scale Operator Assistant employee must be able to perform essential job functions satisfactorily with or without reasonable accommodation. The requirements listed above are representative of the knowledge, skills, and/or ability required. If accommodations are needed by an applicant or employee to perform the essential job functions, please advise the Human Resources Assistant in writing as to the accommodations requested.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional Information

HR use only	
Job code	
Generic title	Temporary Scale Operator Assistant
Pay grade	
Management? (Yes/No)	No
E/NE status	Non-Exempt
Last revised	August 4, 2010
Approved By	Andrew Johansen, Risk Manager