

**POSITION SUMMARY:**

The primary responsibility of the Scale Operator is to accurately weigh vehicles in and out while capturing the data in the scale software. The Scale Operator is the primary contact for all transfer station customers.

ESSENTIAL FUNCTIONS:

- Accurately weigh vehicles utilizing the scale software (WasteWorks)
- Greet customers and visitors at the front desk
- Process cash customer transactions paying via cash, check or credit card
- Perform daily batch close in WasteWorks and send to Shakopee office daily
- Balance the cash drawer daily
- Send daily cash receipts to Shakopee office on a weekly basis
- Provide ongoing communication with our Shakopee locations in regard to reconciliations
- Enter adjustment tickets as needed in WasteWorks
- Generate customer invoices in WasteWorks on a monthly basis
- Maintain physical customer files for the Transfer Station Division
- Generate and summarize WasteWorks reports upon request
- Provide phone and order entry back-up for the Roll-Off division as needed
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent
- 2+ years of customer service experience in an office environment
- Proficient in Microsoft Office applications

Dem-Con Companies strives to hire high quality individuals with commitment to our company. We appreciate our employee's hard work and dedication to their job. Dem-Con offers a very competitive benefits package for our employees that includes the following benefits:

- Paid premiums for health and dental insurance for employees and dependents under the age of 23
- Monthly contributions to a Health Savings Account
- Basic Life and AD&D Insurance
- 401(k) Plan
- Paid Time off