



# Example of Scale Operator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of scale operator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for scale operator

- Security screen when acting as first point of contact to yard
- Weigh and grade grain in all inbound and outbound trucks
- Work with customers to verify scale tickets and print reports
- Answer telephone promptly and direct calls as needed
- Promote the services of the grain department
- Manage grain settlements
- Work with other office personnel on special projects
- Enter Accounts and Grain Receivables
- Perform other duties or activities as needed or directed by supervisor
- Work with other office personnel to keep office clean

## Qualifications for scale operator

- Use of various mechanical tools and equipment
- Able to interpret Process and Instrument Diagrams and process flow diagrams
- Create and maintain documentation of lot numbers and amounts
- Store, log , and maintain product and ingredient storage in walk-in storage containers
- Maintain databases of inventory
- Support of other Pilot plant services as needed