



Example of Scale Operator Job Description

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Our company is hiring for a 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

- Responsible for operating truck scale ensuring that all incoming and outgoing trucks are weighed, documented and load information is verified
- Responsible for maintaining various office/departmental reports and logs as assigned
- Works closely with distribution and/or warehouse supervisor
- Directs truck drivers to correct dock doors/area
- Ensures all paperwork (shipping manifest, weight tickets, control forms, trucking invoices and billing of lading) are signed and completed
- Verifies seals and drivers information for load integrity
- Oversees building security and be watchful for any unauthorized individuals entering the property
- Performs full clerical and general office duties
- Assisting with office duties, filing and paperwork as needed
- Ability to work in a team environment and demonstrate a high degree of tact, discretion and diplomacy

Qualifications for scale operator

- High school education plus 1 year additional training or equivalent experiences
- May require travel between buildings during the work day
- Must be a self starter with excellent attention to detail and good oral and

- Ability to work some long irregular hours (weekend and holidays included)
- Previous scale operator experience preferred