



**ALVIN J. COLEMAN  
& SON, INC.**

9 NH Route 113, Conway, New Hampshire 03818

Established 1940  
Tel (603)447-5936

## **Part-Time Scale Operator & Clerical Support (Construction Industry)**

### **Job Summary:**

We are seeking a reliable and detail-oriented **Part-Time Scale Operator & Clerical Support** to join our team. This role is essential in ensuring smooth operations at our construction materials facility. The primary responsibility is weighing and ticket trucks, accurate record-keeping and customer service. Additionally, this role will provide general clerical support to help keep our operations running efficiently.

### **Key Responsibilities:**

1. **Truck Weighing & Ticketing:** Operate the truck scale system to weigh inbound and outbound vehicles, ensuring accuracy in load weights and ticketing.
2. **Data Entry & Record-Keeping:** Input weight data and transaction details into the computer system for billing and tracking. Maintain organized and accurate records.
3. **Verification of Load Slips:** Review and confirm load slips to ensure that materials are correctly documented and assigned to the appropriate customer accounts.
4. **Customer Service:** Communicate professionally with truck drivers, contractors, and customers, providing clear instructions and answering any inquiries.
5. **Clerical Duties:** Assist with administrative tasks such as data entry, answering phone calls, organizing paperwork, filing documents, and other clerical duties as needed or as they arise.

### **Ideal Candidate:**

1. Strong attention to detail, organization, and multitasking skills.
2. Basic computer proficiency (data entry, email, ticketing systems).
3. Comfortable working in a construction-related environment.

### **Schedule:**

- **Monday – Thursday: 8:00 AM – 1:00 PM**

If you're detail-oriented, enjoy interacting with customers, and are looking for a part-time role in a dynamic construction environment, we'd love to hear from you.