

JOB OPENING ANNOUNCEMENT

(Extended)

Job Title: Dispatcher/Weigh Master

Report To: Sales Manager

Department: Sand & Rock

Job Vacancy: YAN-20-055

Status: Full-Time; Non-exempt

Starting Wage: DOE

Opening Date: 12/28/2020

Closing Date: 01/15/2021

POSITION DESCRIPTION:

Aggregate dispatch will oversee scale house, which includes weighing of trucks, ticketing for material dispatching, taking phone orders from customers, handling cash, radio communication, keeping office and scale area clean.

QUALIFICATIONS:

- High School Diploma or GED.
- Must have a valid Arizona Driver License with a driving record acceptable to the Nation's insurance carrier.
- Must have excellent communication skills and attention to details.
- Must be professional and have good radio communication skills.
- Be organized, detail oriented, with legible handwriting and cash handling experience.
- Have good customer relations skills with the ability to handle difficult situations with customers and truck drivers.
- Must follow occupational safety and health regulations and requirements.

DUTIES AND RESPONSIBILITIES:

- Operate truck scale and process weight tickets.
- Receiving and processing orders for, clients job sites, personnel.
- Must have excellent communication skills and attention to details.
- Computer and office skill preferred.
- Ability to multi-task.
- Maintain agreements for billing and scheduling of material.
- Forward checks and payments to accountant.
- Maintain invoice log.
- Must adhere to all safety policies and requirements.
- Coordinate material deliveries and trucking logistics.
- Maintain accurate record of scale house activities.
- Must be able to work flexible hours.
- Must work efficiently with other mining depts...
- Must adhere to cash handling policy.
- Must be professional and have good radio communication skills.
- Must maintain records and have ability to write reports.
- Must have great customer service skills, ability to make sound judgement in difficult situations.

- Must be a team player and be willing to perform other duties as assigned.

Prefer experience in sand & rock products and dispatching. Must be a teamplayer willing to work cooperatively with others to achieve the goals set for Yavapai-Apache Sand & Rock and the Yavapai-Apache Nation.

Physical Requirements

- Must be able to lift and move twenty (20) lbs.
- Must be able to sit for long periods of time.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**