JOB OPENING ANNOUNCEMENT

Job Title: Aggregate Dispatch
Report To: Sand & Rock General Manager
Department: Sand & Rock
Job Vacancy: YAN-26-118
Status: Full-Time; Non-Exempt
Starting Wage: DOE
Opening Date: 11/16/2026
C**losing Dat**e: Until Filled

POSITION DESCRIPTION:

Aggregate dispatch will oversee scale house, which includes weighing trucks, ticketing for material dispatching, phone orders and maintaining scale house.

ESSENTAIL DUTIES AND RESPOSIBILITES:

- 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 records 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 judgment in difficult situations.
- Must be a team player and be willing to perform other duties as assigned.

MINIMUM QUALIFICATION:

- High School Diploma or GED
- Must have a valid drivers license.
- Must have one (1) year prior experience with Sand & Rock Product and dispatching.

PHYSICAL REQUIRMENTS:

- 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