



## WEIGH MASTER SCALE HOUSE ATTENDANT

### POSITION SUMMARY:

Earle is seeking a dependable **Weight Master / Scale House Attendant** to support operations at our asphalt plant. This role is responsible for accurately weighing trucks, issuing scale tickets, and maintaining records for inbound and outbound materials.

The Weight Master plays a critical role in plant operations by ensuring proper documentation, coordinating with truck drivers and plant personnel, and helping maintain efficient plant workflow.

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### ESSENTIAL JOB FUNCTIONS:

- ☒ Operate truck scales to weigh inbound and outbound trucks
- ☒ Issue scale tickets and verify load information
- ☒ Enter material, tonnage, and delivery information into plant systems
- ☒ Maintain accurate records of daily production and shipments
- ☒ Communicate with truck drivers, dispatch, and plant operators regarding loads and scheduling
- ☒ Verify orders and ensure correct materials are loaded and documented
- ☒ Maintain organized records and filing systems for plant documentation
- ☒ Assist with administrative tasks related to plant operations
- ☒ Support plant personnel to ensure efficient plant workflow

### SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

- ☒ Strong attention to detail and accuracy
- ☒ Basic computer skills and familiarity with Microsoft Office
- ☒ Ability to work in a fast-paced environment
- ☒ Strong communication and customer service skills
- ☒ Reliable and punctual
- ☒ Previous asphalt plant, construction, or scale house experience is a plus but not required

### EMPLOYEE BENEFITS:

- Comprehensive Medical, Dental & Vision
- Life Insurance
- Paid Time Off
- Paid Holidays
- Voluntary Long- and Short-Term Disability
- Voluntary Supplemental Life
- 401K with Discretionary Employer Match

- Aflac Supplemental Plans
- Flexible Spending Accounts
- Employee Assistance Program
- Discounts on Auto & Homeowner's Insurance through New Jersey Manufacturers

***All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.***