



PO Box 87,
Stand-Off Alberta
T0L 1Y0

Scale

- Differentiate between KFLP with NON-KFLP trucking activities
- Identify incoming and outgoing trucks and the associated product being hauled
- Ensure all truckers completely and accurately fill out the scale log sheet Weigh truck in (gross) and record on scale ticket
- Weigh truck out (tare) and record on scale ticket
- Calculate and record (if need be) net weight of hay on scale ticket
- Handling of domestic sales; accepting payments, incoming of new product
- Contribute to team effort by accomplishing related results as needed.

Custodian/COVID Protocols

- Ensuring all counter tops are wipe down and sanitized.
- Ensuring all door handles and light switches are wipe down with disinfected
- Pick up all trash bins from each office

Qualifications:

- Experience in Agriculture or related field beneficial
- Background in Administration and support
- Class Five Driver's License, and a Clear Driver's Abstract Standard First Aid

Additional Knowledge and Abilities:

- Knowledge of office equipment and machines
- Microsoft Office Skills
- Punctual and Reliable
- Telephone etiquette
- Verbal communication
- Organizational skills
- Customer Focus
- Demonstrates the ability and willingness to follow direction
- Dresses and grooms appropriately for a receptionist
- Time Management
- Practices traditional Blackfoot values
- Problem Solving Skills
- Confidentiality

Working Conditions:

- Weekend and Evenings required*
- Exposure to noise, dust, fumes, and adverse weather conditions.