



# GARDEN RIVER FIRST NATION IS HIRING

*In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.*

**Position:** Scale Operator  
**Starting Wage:** \$18.87 - \$20.97 (Pending Qualifications)  
**Location:** 216 Noonday Drive, Garden River  
**Report to:** Aggregates Supervisor

## OVERVIEW

The Customer Service Representative/Scale Operator is a dual function of a Customer Sales Representative and a Scale Operator and is responsible for all facets of the truck weighing process including scale operation, data collection and administrative support ensuring accuracy in inventory and some finances.

## ORGANIZATIONAL RESPONSIBILITIES:

- Responsible for operating truck scale and ensuring that all incoming and outgoing trucks are weighed accurately;
- Arrange customer deliveries with Aggregates Supervisor and/or Drivers;
- Answer and direct all phone calls in a professional manner;
- Handle any issue a customer may require pertaining to billing or service for all customers, in a timely, accurate and professional manner;
- Directs Truck Drivers in the distribution of their loads to the correct locations;
- Responsible for maintaining various office/departmental reports and logs as assigned;
- Ensures all paperwork (weight tickets, control forms, trucking invoices, and billing of lading) are signed and completed;
- Receives payments by cheque, debit and credit cards and completes appropriate documentation to ensure records, orders, and cash receipts balance;
- Opens and closes the scale house to ensure systems such as computers, scale, security cameras are operating correctly;
- Perform data entry tasks and generate sales tickets with speed and accuracy;
- Invoicing customers as well as other accounts payable and receivable functions;
- Performing other duties as may be required or assigned;

## SKILLS AND QUALIFICATIONS

- Required a two-year college diploma or certificate in a related field, or an equivalent amount of experience/education as deemed appropriate by GRFN;
- Strong safety mindset;
- Cash Handling experience considered an asset;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to use good judgment in assessing difficult situations;
- Ability to be consistent and display a positive/helpful attitude;
- Flexibility required to keep pace with an ever-changing environment;
- Willingness to accept changes in work practices and technology;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including Scale software, MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Able to work in all weather conditions;
- Ability to report to work regularly as scheduled;
- Must undergo a criminal records check prior to employment **(At Applicants' Expense)**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **July 5, 2024 @ 4:00pm**. Please address the envelope and/or email **"Customer Service/Scale Operator-2024-48"** and submit to:

Human Resources  
Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)  
Fax: 1-705-945-1415

**Date Posted: June 20, 2024**

*The Customer Service Representative/Scale Operator functions within legislative requirements, regulations, policies and procedures and the Mission, beliefs, and Vision of the Garden River First Nation and contributes to the accomplishment of the strategic priorities. GRFN offers full-time employees' employer matched pension, extended benefits (dental and vision), paid sick and vacation days.*

**PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.**

We thank all applicants for their interest; however only those selected for an interview will be contacted.



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