



JOB TITLE: Scale Operator/Cashier

REPORTS TO: Controller

JOB TYPE: Full-time, Non-Exempt

LOCATION: Metalico Buffalo (127 Fillmore Ave, Buffalo NY 14210)

HOURS: Monday - Friday 7:30am – 4:00pm

PURPOSE: The purpose of the Scale Operator position is to accurately record weights and measures of inbound / outbound truck / car loads. Record peddler credentials and process and validate payout transactions.

RESPONSIBILITIES:

- Answer telephones
- Oversee scale operation
- Greet and assist customers in a friendly manner and provide quality customer service
- Provide metal recycling information to customers
- Transaction computer entries
- Prepare daily/weekly ATM and cash reports
- Balance and handle cash drawer on a daily basis
- Prepare customer BOLs
- Compile and fax weights shipped to customers post shipments as per customer expectations

QUALIFICATIONS:

- High school diploma or equivalent
- Computer competency
- Weights and measure background a plus
- Book keeping skills
- Basic mathematical skills
- Exceptional customer service skills
- Strong communication skills
- Professional conduct
- Multi-tasker
- One year of experience in a similar position is a plus
- Valid driver's license



Metalico is an **Equal Employment Opportunity** and Affirmative Action Employer. All qualified applicants will receive consideration for employment without regards to that individual's race, color, religion or creed, national origin or ancestry, sex (including pregnancy), sexual orientation, gender identity, age, physical or mental disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by law.

About Metalico, Inc.

Metalico is a leading full-service, broadly diversified scrap metal recycler, principally operating in the Northeastern United States. Our scrap operations source, buy, process, and sell four distinct groups of commodity metals for use in the manufacture of new products:

- *We recycle scrap steel and iron, which is sold primarily to domestic mills and foundries.*
- *We recycle non-ferrous metals, principally aluminum, copper, lead, and nickel-based steel and high temperature alloys.*

These products are sold to domestic manufacturers and, to a lesser extent, to the export markets. Metalico today employs 600 people in 27 operating locations across 6 states. Metalico is headquartered in Cranford, New Jersey.