



<b>Job Title:</b>	Scale/Dispatch Attendant	<b>Job Category:</b>	N/A
<b>Department/Group:</b>	Admin	<b>Job Code/Req.#:</b>	SA-2
<b>Location:</b>	Bridgewater, MA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Based on experience	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Sean Medeiros	<b>Date posted:</b>	November 15, 2012
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	N/A
<b>Primary Objective:</b>	Exceptional external (businesses & individuals) and internal (salespeople) customer support		
<b>Primary Responsibility:</b>	Answers customer phone calls, assists and is the main point of contact for outside sales people, handles tremendous scale traffic related to junk cars and scrap metal purchases.		
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> 508-697-1019 or <a href="mailto:sean@chuckranautopartsinc.com">sean@chuckranautopartsinc.com</a> Subject Line: Scale/Dispatch Attendant <b>Attention:</b> Sean Re: SA-2		<b>MAIL:</b> Sean Medeiros Chuckran Auto Parts, Inc. 1775 Old Plymouth Street Bridgewater, MA 2324	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Answers incoming phone calls from individuals and businesses</li> <li>• Hand writes vehicle pick-up slips</li> <li>• Is the liaison for our outside sales persons</li> <li>• Handles cash payments to scale customers</li> <li>• Supports Scale/Dispatch Supervisor</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Must be exceptionally accurate in work output</li> <li>• Must have very good phone skills</li> <li>• Must be able to multi-task</li> <li>• Must be organized</li> <li>• Must be able to handle sudden increases in activity as well as sudden lulls in activity throughout the day</li> <li>• Must have experience using computers and software programs</li> <li>• Must be a quick learner</li> <li>• High School diploma or equivalent</li> <li>• Must work well in a group exemplifying teamwork as a unit</li> </ul>			



**HELPFUL SKILLS**

- Ability to politely answer and accurately handle customer and salespeople phone calls
- To be succinct and accurate
- Neat penmanship
- Ability to read a map
- Comfortable counting and handling money
- Geographical awareness which is helpful coordinating vehicle pick-ups
- Experience in a similar industry is helpful
- Ability to effectively communicate while under pressure
- Ability to enter data into computer programs including text and numbers
- Very general automobile/truck knowledge
- Some college, associates' degree

**PHYSICAL DEMANDS**

- Frequent sitting and standing all day
- Ability to handle frequent temperature changes
- Occasional lifting up to 15 pounds

Reviewed By:	Sean Medeiros	Date:	November 15, 2012
Approved By:	Andrew Chuckran	Date:	November 15, 2012
Last Updated By:	Sean Medeiros	Date/Time:	11/15/12 1:30PM