



Position: Weighmaster/Office Admin

Employment Type / Term: Full Time/ Monday-Friday

Location: 807 Cromwell Ave, Stockton, CA 95203

Position Summary:

Weighmaster/ Office Assistant will be responsible for the organization of shipping paperwork, managing inbound/outbound scale traffic (trucks and sea containers). Weighmaster must confirm release numbers, broker, product and destination for all products shipped and received. Weighmaster must ensure trucks leave facility within legal weight limit in addition to monitoring for compliance of Company rules and policy. Must work well with vendors, truck drivers, and customers; be responsible, punctual, productive, organized, work well under pressure, and thrive in a fast paced environment.

Major Duties & Responsibilities:

- Weigh all inbound/outbound trucks and containers.
- Organize and manage shipping paperwork for inbound trucks and outbound sea containers
- Capture required information from drivers while on the scale
- Work comfortably within the Company's inventory management and truck scale software
- Scan all shipping documents to corresponding brokers
- Ensure trucks are compliant when leaving the facility
- Keep track of company release numbers
- Manage shipping container inventory and assists Drayage Dispatcher to ensure shipments are picked up and received on-time
- Assist with other projects for the company in addition to regular job responsibilities

Minimum Qualifications and Characteristics:

- **Must have valid CA ID and/or Driver's License to enter Port area where office is located**
- Organized
- Proficient with a variety of computer systems and software including Microsoft Office suite (Word, Excel, and Outlook)
- Proficient with office equipment including computers, copiers, scanners, printers, etc.
- Minimum 18 years old
- High School Diploma or equivalent
- Must work well with co-workers and customers
- Must be responsible
- Works well under pressure
- Able to work occasional overtime to meet deadlines
- Multi-task and set priorities effectively
- Energetic

Hours 8:00-5:00