



# JOB POSTING

**Position:** Scale Clerk  
**Company:** Nipissing-Miller GP Inc.  
**Location:** Nipissing First Nation  
**Reporting to:** Superintendent  
**Start Date:** To be determined

## Responsibilities:

- Answer, Screen and transfer inbound phone calls
- Receive and direct visitors and clients
- General clerical duties including photocopying, fax and mailing
- Operating scales and scale software
- Completing daily scale house and inventory reports
- Other duties as assigned

## Requirements:

- Working near/on construction sites
- Daily exposure to construction environment (ex. working outdoors, noisy, fumes, dusty environment)
- Experience in an office setting
- Proficient in Microsoft office
- Strong Organization Skills
- Ability to sit, stand or drive more than 90 minutes per day
- Excellent written and verbal communication skills
- Have a high school diploma or equivalent
- Must be punctual and reliable
- Must be a team player

Interested candidates are requested to apply to the role directly to Rebecca Koch, Human Resources at [rebecca.koch@millergroup.ca](mailto:rebecca.koch@millergroup.ca).