



Kurtz Bros., Inc.
Job Description

Position: Site Clerk
Reports To: Production Manager
Status: Non-Exempt

Qualifications & Requirements	<ul style="list-style-type: none">• Computing knowledge (MS Word, Excel, Windows) required• Friendly, positive, and willing to be of service to others• Able to quickly develop a working knowledge of Kurtz Bros., Inc. products and recycling• Attention to detail, accuracy, and follow through• Must be able to work flexible hours throughout the year• Good communication and listening skills• Ability to perform multiple tasks simultaneously• Incumbent will be required to sit, stand, type, use personal computer, two-way radio, and telephone• Exposure to loud noises, hot/cold temperatures, dust, and other environmental factors• Ability to ambulate around the site
Primary Responsibilities	<ul style="list-style-type: none">• Close cash drawer at the end of the day and complete balance paperwork• Bill drive-up customers and outgoing material as needed• Enter all Kurtz Bros. tickets in the computer• Run the scale• Receive inflow and outflow• Update and close out the prior day• Provide administrative support for the production site• Enter time cards and equipment hours• Contact customers as needed on job information• Communicate using company radio• Call R & M for equipment repairs and maintenance• Notify site foreman of any safety concerns• Attend all safety meetings• Complete accident/damage/incident report immediately after any accident/incident or damage occurs• Follow all Kurtz Bros., Inc. safety guidelines• Perform other duties as assigned

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions expected of an incumbent. It is not designed to cover or contain a comprehensive listing of qualifications, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description does not constitute any type of employment contract. The employment relationship is at-will and may be terminated at any time. The Company reserves the right to modify job descriptions, as deemed necessary.