



Send resumes to: hr@tradepointatlantic.com
www.tradepointatlantic.com

6995 Bethlehem Boulevard
Baltimore, Maryland 21219

Scale Clerk

TPA Terminals Management, LLC., is seeking a Scale Clerk to join its operations located in Sparrows Point, MD. The role of the stevedoring operations scale clerk is responsible for helping to maintain the day-to-day operation and administrative duties associated with scale operation. The position is responsible for operating the weigh scales, checking truck drivers on and off the truck scale for inbound and outbound loads and keeping the traffic flow under control as best as possible. This is typically a Monday – Friday, 6:00 a.m. – 5:00 p.m. Some weekend and evening hours are required with advance notice.

Essential Functions:

- Monitor an email account for customer orders and internal correspondence from corporate office personnel for changes to the daily truck schedule.
- Work independently in the absence of supervision.
- Provide optimal customer service at all times.
- Position requires some additional hours and weekend work when business dictates.

Required Knowledge, Skills, and Abilities:

- Open and close the scale house
- Instruct the drivers to the appropriate unloading areas and ensure that trucks are properly positioned on scales for accurate weights.
- Ability to arrive at work on time and maintain an excellent attendance record.
- Microsoft Outlook e-mail and basic knowledge of Excel and experience is preferred.
- Valid driver's license required.
- Frequent sitting and infrequent standing.
- Maintain a clean work area.

Benefits Package Includes:

This is a full-time, hourly, non-exempt position eligible for overtime. The pay range is \$21.44–\$24.05 per hour, commensurate with experience. Employees receive employer-paid Health, Dental, and Vision insurance on first day of employment. Family coverage is available at an additional cost. Package also includes paid vacation after 90-day probationary period.

Physical Requirements and Work Environment:

While performing the duties of this position, the employee is frequently required to alternate between seated and standing positions. The work environment may involve exposure to varying indoor temperatures within the house. Noise levels are consistent with those typically found in an industrial setting. As part of our commitment to maintaining a safe and productive workplace, TPA Terminals is a drug-free workplace. Employment is contingent upon successful completion of a background check and pre-employment drug screening. Employees may also be subject to random drug testing in accordance with company policy.

TradePoint Atlantic, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, pregnancy, genetic information, or any other characteristic protected by federal, state, or local laws.