

Maintenance Clerk

(Hourly)

Rockydale Quarries Corporation, an established aggregate producer in the Roanoke Valley and throughout Virginia, is seeking a **Maintenance Clerk** for their Truck Shop in Roanoke, VA. This position will be responsible for the processing of purchase requisitions, purchase orders, work order creation and managements, parts ordering, statistics input, and inventory management.

Must be able to understand and maintain vendor relationships, possess excellent organizational and communication (written and verbal) skills, have knowledge of store room and tool room procedures, and be able to maintain good housekeeping in the shops, warehouses, mobile maintenance equipment, and job sites. Solid computer/software skills required.

Physical requirements include the ability of visual acuity, speech and hearing, hand and eye coordination, standing, sitting, walking, climbing stairs, climbing on equipment, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, working at heights up to 350 feet, repetitive motion, and squatting. Must be able to use proper Personal Protective Equipment as required.

Also includes the ability to walk/stand on uneven ground, walkways and catwalks throughout the work day. Must be able to physically lift up to 75 lb. parts waist high for placing into position. Ability required to work in tight areas to handle heavy parts. Must be able to work overtime as dictated by job demands.

At least one year previous experience in purchasing required. Prior experience in the mining industry a plus. Must have at least a high school diploma or GED. Good driving record required.

We offer a comprehensive benefits package including paid time off, health, dental, and vision insurance, company paid life insurance, 401k/Profit Sharing fund, and other competitive benefits.

Qualified applicants may apply in person or submit resumes as follows: (no phone calls)

Rockydale Quarries Corporation
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Roanoke, VA 24014
quarry.careers@gmail.com
540.904.7333 (Fax)

www.rockydalequarries.com

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