

Job Title: Cashier

Location: Northstar Recycling LLC (NRI) – Hugo, MN

Hours: Monday to Friday, 8:00 AM - 5:00 PM

Every third Saturday, 7:30 AM - 12:30 PM (except during months when Saturdays are closed)

Job Summary

Northstar Recycling LLC (NRI) is seeking a dependable, detail-oriented, and proactive Cashier to manage cash transactions, assist with customer ticketing, and support daily trucking documentation. This role requires multitasking abilities, attention to detail, and a willingness to go above and beyond to support the team in a dynamic recycling environment.

Key Responsibilities

- 1. Cash and Transaction Management**
 - Process and approve daily payments for scrap purchases.
 - Write checks for daily transactions and ensure proper approvals.
 - Handle cash, checks, and electronic payments securely and efficiently.
- 2. Customer Service and Ticket Preparation**
 - Assist customers by preparing tickets for scrap sales, ensuring accuracy and efficiency.
 - Answer phone calls, respond to customer inquiries, and provide information on services.
- 3. Over-the-Road Trucking Documentation and Daily Program Assistance**
 - Prepare, verify, and organize over-the-road trucking documentation in compliance with company and government policies.
 - Assist with the daily trucking program by coordinating paperwork and tracking shipments.
- 4. Catalytic Converter Database Inspection**
 - Perform searches and inspections in the catalytic converter database to verify authenticity and ensure compliance with policies.
- 5. Compliance, Filing, and Safety Support**
 - File required government and company paperwork to maintain compliance with state and federal regulations.
 - Organize and maintain an efficient filing system for all relevant documentation.
 - Follow Northstar Recycling's safety protocols, including maintaining a clean and safe work environment.

6. Additional Responsibilities

- Multitask effectively to manage multiple duties simultaneously in a fast-paced environment.
- Show flexibility and a proactive approach, contributing to the team's success and assisting beyond the primary job responsibilities as required.

Physical Requirements

- Primarily a sedentary role, with occasional lifting of up to 50 pounds as needed.

Qualifications

- Experience: Prior experience in a cashier or administrative role preferred; recycling or industrial environment experience is a plus.
- Skills: Strong cash-handling abilities, attention to detail, multitasking, and effective communication.
- Software: Proficiency with Microsoft Office (Excel, Word) and basic database navigation. Training on specific databases (such as the catalytic converter database) will be provided.
- Customer Service: Friendly, professional, and able to interact effectively with customers and staff.

Work Schedule

- Monday through Friday, 8:00 AM - 5:00 PM.
- Every third Saturday, 7:30 AM - 12:30 PM (Saturdays are closed during specific months).

Northstar Recycling LLC is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace.
