



**Alaskan Copper & Brass Company
Personnel Department
2958 6th Avenue South
Seattle, WA 98134
(206) 382-7344
Fax (206)382-6548**

We will be accepting applications for this job opening between the opening date and the closing date only from individuals who meet all of the requirements. If you meet these requirements, you are invited to complete an application form. If you do not meet these requirements, your application will be set aside.

If you do not meet these requirements but wish to apply for other job openings as they occur, which you may be qualified for, please call the ALASKAN JOBLINE, 24 hours a day at 382-8221.

Date Posted: February 28th, 2018

Closing Date: March 30th, 2018

Job Title: Cut To Length Processing Assistant

Pay Rate: DOE

Hours of Work: 6:30 am - 3 pm

Location: 4700 Colorado Ave. S. Seattle, WA 98134

Job Summary:

Process shipping documents, worksheets, A/P and review material test reports for the Cut to Length Warehouse.

Required Essential Job Skills/Experience:

1. Able to type 40 WPM.
2. 10-key and data entry skills.
3. Excellent phone/oral communication skills.
4. Legible handwriting.
5. Strong attention to detail.
6. Ability to pass a pre-employment drug screening.

Required Essential Job Functions/Duties:

1. Review test reports for accuracy and distribute to appropriate departments.
2. Process shipping documents for billing purposes and correct any errors.

3. Initiate CTL worksheets, calculate weights for items cut and forward information so that adjustments can be made in inventory and a copy to billing.
4. Process invoices for Accounts Payable.
5. Create customer orders.

Desirable Job Skills/Experience:

1. One or more years general office experience.
2. Strong basic math skills.

Job Accommodations:

Considered on an individual basis.

Physical Requirements:

1. This position requires the following in an 8-hour workday:

<u>Total At One Time (Hours)</u>	<u>Total During Entire 8-Hour Day</u>
Standing: 15 minutes	1/2 to 1 1/2 hours
Walking: 10 minutes	30 minutes
Sitting: 2 hours	5 1/2 hours

2. Movement of objects and strength required for this job:

<u>Lifting:</u>	<u>Carrying:</u>
Up to 5 lbs: FREQUENTLY (34-66%)	FREQUENTLY (34-66%)
6-10 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
11-20 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
21-25 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
26-50 lbs.: OCCASIONALLY (1-33%)	NEVER
51-100 lbs.: NEVER	NEVER

3. Required repetitive use of hands:

Simply Grasping: YES
 Pushing & Pulling: NO
 Fine Manipulating: YES

4. Repetitive Actions/Movements Involving the Feet:

Right Foot: NO
 Left Foot: NO
 Both: NO

5. Worker Positions Required in the Performance of this Job:

Climbing: NEVER	Balancing: NEVER
Bending: OCCASIONALLY (1-33%)	Stooping: OCCASIONALLY (1-34%)
Kneeling: OCCASIONALLY (1-33%)	Crouching: OCCASIONALLY (1-34%)
Crawling: NEVER	Reaching: FREQUENTLY (34-66%)

6. Sensory Requirements:

Talking and/or Hearing: YES

Seeing: Acuity: YES

Depth Perception: YES

Field of Vision: YES

Accommodation: YES

Color Vision: NO

7. Environmental Conditions That Are Found in the Work Site:

PHYSICAL SURROUNDINGS:	<input checked="" type="checkbox"/>	Inside (75% of time)
	<input type="checkbox"/>	Outside (75% of time)
	<input type="checkbox"/>	Both (equal amounts)
TEMPERATURE:	<input type="checkbox"/>	Cold (enough to cause bodily discomfort)
	<input type="checkbox"/>	Hot (enough to cause bodily discomfort)
	<input type="checkbox"/>	Variations (sufficient to cause bodily reactions)
WET:	<input type="checkbox"/>	Contact with water and/or other liquids
HUMID:	<input type="checkbox"/>	Moisture content sufficient to cause bodily discomfort
NOISE:	<input type="checkbox"/>	Sufficient to require hearing protection
VIBRATION:	<input type="checkbox"/>	Sufficient to cause repeated motion or continuous shock
HAZARDS:	<input type="checkbox"/>	Risk of bodily injury present
FUMES:	<input type="checkbox"/>	Smoke or vapors resulting from combustion or chemical reaction
ODORS:	<input type="checkbox"/>	Toxic or non-toxic smells
TOXIC CONDITIONS:	<input type="checkbox"/>	Exposure to disabling fumes, dusts, gases, vapors, mists or liquids that may cause bodily harm.
DUST:	<input checked="" type="checkbox"/>	Small particles that may cause occupational disease
POOR VENTILATION:	<input checked="" type="checkbox"/>	Exposure to drafts or insufficient movement of air