



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

We will be accepting applications for this job opening only between the opening and closing dates. Individuals who meet all of the requirements will be considered for an interview. Job applications may be filled out in person or online at [www.alaskancopper.com](http://www.alaskancopper.com) and sent via fax or scanned to [jobs@alaskancopper.com](mailto:jobs@alaskancopper.com) when completed.

**Date Opened:** January 16, 2019  
**Closing Date:** January 31, 2019

**Job Title:** Inside Sales Representative

**Pay Rate:** DOE

**Hours of Work:** To be determined

**Location:** 27402 72<sup>nd</sup> Avenue South Kent, WA 98032

**Job Summary:**

Will receive customer inquiries and orders for manufactured metal parts via phone, fax and email, buy material, expedite shipments and do paperwork.

**Requirements To Be Considered For Position:**

1. Application must be filled out completely by the Applicant.
2. Pass a pre-employment drug screen.
3. Meet all of the Required Essential Job Skills/Experience.

**Required Essential Job Skills/Experience:**

1. Courteous and professional telephone skills.
2. Good verbal and written communication skills, legible handwriting.
3. Able to use computer to check availability and prices.
4. Must be self confidence.
5. Willing to comply with company rules and policies.
6. Good interpersonal skills.

**Required Essential Job Duties/Functions:**

Inside Sales

1. Represent the Company in a professional, courteous, and expeditious manner.
2. Receive voice and text inquires and orders from customers.
3. Assist in the development of new accounts.
4. Quote prices and delivery to customers utilizing the product and pricing knowledge of the Alaskan Team.
5. Write, price, process and expedite all orders received.
6. Progress in product and market knowledge.
7. Receive and resolve customer complaints.
8. Develop ability to quote items not in internal pricing system.

**Job Accommodations:**

Considered on an individual basis.

**Physical Requirements:**

**1. This position requires the following in a 8-hour work day:**

<u>Total At One Time</u>	<u>Total During Entire 8-Hour Day</u>
Standing: 15-20 minutes	1/2 to 1 hour
Walking: 15-30 minutes	1/2 to 1 hour
Sitting: 1 hour	2-6 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%)	OCCASIONALLY (1-33%)

**3. Required repetitive use of hands:**

Simply Grasping: YES	Fine Manipulating: YES
Pushing & Pulling: YES	

**4. Repetitive Actions/Movements Involving the Feet:**

Right Foot: NO	Both: NO
Left Foot: NO	

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

Climbing: OCCASIONALLY (1-33%)	Stooping: OCCASIONALLY (1-33%)
Balancing: OCCASIONALLY (1-33%)	Kneeling: OCCASIONALLY (1-33%)
Bending: OCCASIONALLY (1-33%)	Crouching: OCCASIONALLY (1-33%)
Reaching: CONTINUOUSLY (67-100%)	Crawling: NEVER

**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:  Inside (75% of time)  
 Outside (75% of time)  
 Both (equal amounts)

TEMPERATURE:  Cold (enough to cause bodily discomfort)  
 Hot (enough to cause bodily discomfort)  
 Variations (sufficient to cause bodily reactions)

WET:  Contact with water and/or other liquids

HUMID:  Moisture content sufficient to cause bodily discomfort

NOISE:  Sufficient to require hearing protection

VIBRATION:  Sufficient to cause repeated motion or continuous shock

HAZARDS:  Risk of bodily injury present

FUMES:  Smoke or vapors resulting from combustion or chemical reaction

ODORS:  Toxic or non-toxic smells

TOXIC CONDITIONS:  Exposure to disabling fumes, dusts, gases, vapors, mists or liquids that may cause bodily harm.

DUST:  Small particulates that may cause occupational disease

POOR VENTILATION:  Exposure to drafts or insufficient movement of air