



Alaskan Copper & Brass Company
1840 Dornoch Court
San Diego, CA 92154
(619) 423-2546
FAX ((619) 423-5310

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 and sent via fax or scanned to tdr@alaskancopper.com when completed.

Date Opened: November 5, 2018

Job Title: Inside Sales Representative B

Pay Rate: Depending on qualifications and experience

Hours of Work: 8:00 am to 4:30 pm

Location: 1840 Dornoch Court
San Diego, CA 92154

Job Summary:

Receive phone, fax and email requests from customers for information, prices and orders for stainless steel, aluminum, brass and copper, sheets, plate, rod, bar, shapes, pipe, tube and other metal service center products and services. Will support the outside sales activity.

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. Must have minimum of 2 years sales experience.
2. Courteous and professional telephone skills.
3. Good verbal and written communication skills, legible handwriting.
4. Able to use computer to check availability and prices.

5. Self confidence.
6. Willing to comply with company rules and policies.
7. Good interpersonal skills.

Required Essential Job Duties/Functions:

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: | <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:
fumes, dusts,
mists or liquids
cause bodily harm.

— Exposure to disabling
gases, vapors,
that may

DUST:
cause
disease

— Small particulates that may
occupational