



**Alaskan Copper Works
Personnel Department
1840 Dornoch Court,
San Diego, CA 92154
San Diego, CA 98134
(619) 423-2546
Fax: (619) 423-5310**

We will be accepting applications for this job opening between the opening date and the closing date. 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 rar@alascop.com when completed.

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 Opened: November 5, 2018
Closing Date: November 30, 2018

Job Title: Purchasing Assistant

Pay Rate: Depending on experience.

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

Location: 1840 Dornoch Court, San Diego, CA 92154

Job Summary:

Assist Purchasing Agent by entering customer purchase orders, write up purchase orders to vendors, expedite orders, keep price sheets current and perform other support functions.

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. Ten key by touch.
2. Accurate typing skills, able to proofread own work.
3. Able to read, write and communicate in English.
4. Good math and spatial visualization skills.

5. Good writing and verbal skills, able to work with customer and vendors.
6. Good at multi-tasking, prioritizing and meeting schedules.

Required Essential Job Duties/Functions:

1. Input customer orders into the computer system.
2. Assist in ordering parts from suppliers and enter purchase orders.
3. Calculate material requirements.
4. Expedite orders.
5. Develop and maintain price sheets.
6. Quote prices in response to customer inquiries.
7. Process internal paperwork.
8. Maintain various files.
9. Fill in for buyers when needed
10. Other duties as assigned.

Desirable Job Skills/Experience:

1. Sales or purchasing experience with pipe fittings.
2. Knowledge of corrosion resistant metals.
3. Inventory records management.
4. Office experience in Macintosh and Excel.

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.: NEVER	NEVER
26-50 lbs.: NEVER	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: OCCASIONALLY (1-33%)	Balancing: NEVER
Bending: OCCASIONALLY (1-33%)	Stooping: OCCASIONALLY (1-34%)
Kneeling: NEVER	Crouching: OCCASIONALLY (1-34%)
Crawling: NEVER	Reaching: FREQUENTLY (34-66%)

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 type="checkbox"/>	Small particles that may cause occupational disease

POOR VENTILATION:

— Exposure to drafts or insufficient movement of air