



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 ksb@alascop.com when completed.

Date Opened: November 9, 2018
Closing Date: November 30, 2018

Job Title: Receptionist

Pay Rate: DOE

Hours of Work: 8:30 am to 5:00 pm

Location: 1840 Dornoch Court, San Diego, CA 92154

Job Summary:

This person will receive and route incoming/outgoing telephone calls on an AT&T definity and take messages as needed. They will also greet visitors and direct them appropriately. They will handle office duties such as, but not limited to, checking orders and filing.

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. Minimum six months experience on an AT&T definity or other comparable PBX equipment.
2. Have a pleasant and professional voice and manner.
3. Able to communicate effectively in English.
4. Able to type 30-40 WPM with accuracy.
5. Accurate with detail and able to proofread well.
6. Able to move about, to collect and deliver paperwork, as required.
7. Must be punctual.

8. Basic math skills; Must be able to convert inches to feet (and vice versa) and convert fractions to decimals (and vice versa).

Required Essential Job Duties/Functions:

1. Receive calls on AT&T definity, PBX equipment, route call appropriately and take messages, as needed.
2. Greet and direct visitors.
3. Initiate repair calls or notify the Data Processing Manager or Office Manager of problems with the system.
4. Type bid lists, export documents, labels and other lists and forms as time permits.
5. Receive out-going mail that is dropped off at the reception area.
6. Look up data and enter data on the computer, as needed.
7. May perform other general office duties, as assigned.

Desirable Job Skills/Experience:

1. One to two years of general office experience.

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 (Hours)</u>	<u>Total During Entire 8-Hour Day</u>
Standing: 0-5 minutes	1/4 to 1/2 hour
Walking: 15-30 minutes	1/2 to 1 hours
Sitting: 1 hour	2-4 hours

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

<u>Lifting:</u>	<u>Carrying:</u>
Up to 5 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
6-10 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-3%)
11-20 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)

3. Required repetitive use of hands:

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

4. Repetitive Actions/Movements Involving the Feet:

