

# 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 dosing 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 <u>www.alaskancopper.com</u> and sent via fax or scanned to <u>ksb@alascop.com</u> when completed.

- Date Opened:<br/>Closing Date:November 9, 2018<br/>November 30, 2018Job Title:ReceptionistPay Rate:DOEHours 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:

Total At One Time (Hours)		<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> :		Carrying:
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:

Right Foot:NOBoth:NOLeft Foot:NO

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

Climbing: NEVERStooping: OCCASIONALLY (1-33%)Balancing: NEVERKneeling: NEVERBending: OCCASIONALLY (1-33%)Crouching: NEVERReaching: 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 SURROUNDING	SS:	X	_	75% of time) Outside (75% of time) Both (equal amounts)
TEMPERATURE:		discom discom bodily	nfort)  nfort)	Cold (enough to cause bodily Hot (enough to cause bodily Variations (sufficient to cause s)
WET: HUMID:	cause	liquids bodily d	—	Contact with water and/or other Moisture content sufficient to rt
NOISE: pr VIBRATION:	otection motior	– – n or con		nt to require hearing nt to cause repeated shock
HAZARDS:			_	Risk of bodily injury present

FUMES:	combu	_ Smoke or vapors resulting from ustion or chemical reaction
ODORS:		_ Toxic or non-toxic smells
TOXIC CONDITIONS: that may caus	_ gases, vapors, mists o e bodily harm.	Exposure to disabling fumes, dusts, or liquids
DUST:	_ occupational o	Small particulates that may cause disease
POOR VENTILATION:	_ movement of air	Exposure to drafts or insufficient