



**Alaskan Copper & Brass Company
Personnel Department
2958 6th Avenue South
Seattle, Washington 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 and sent via fax or scanned to jobs@alaskancopper.com when completed.

Date Posted: January 8, 2018
Closing Date: January 26, 2018

Job Title: Recruiter

Pay Rate: DOE

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

Location: 2958 6th Avenue South, Seattle, Washington

Job Summary:

Responsible for recruiting, screening and staffing of new employees. Support the HR function through maintaining records for Affirmative Action program, developing and updating job descriptions and training. Aid in management of the Alaskan Copper FMLA program.

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 Skills/Experience:

1. Minimum two years applicable experience.
2. Must be able to maintain confidentiality.
3. Computer literate and proficient in Microsoft Word and Excel or equivalent.
4. Good written and oral communications skills.
5. High energy individual, able to produce a high volume of accurate work in a hectic environment.
6. Able to move between buildings and climb stairs.
7. Detail oriented, good with numbers and able to proof own work.
8. Able to attend offsite meetings.

Required Essential Job Functions/Duties:

1. Recruit applicants, screen, interview, and check references on candidates.
2. Perform new employee orientations.
3. Provide safety training to employees
4. Assist HR Manager with grievances, workman's comp., and various other programs.
5. Answer phones, take messages, provide employees with various forms as requested.
6. Enter applicant and employee data on computer and maintain files.
7. Use Microsoft Word and Excel to prepare documents, correspondence, position descriptions, affirmative action program postings, and memos, etc.
8. Act as the Employee Transportation Coordinator for Commute Trip Reduction Program.
9. Assist with the annual United Way Campaign.
10. Other duties as assigned.

Physical Accommodations

Considered on an individual basis.

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: 30 minutes	30-90 minutes
Walking: 10 minutes	20-60 minutes
Sitting: 2 hours	4-7 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.: FREQUENTLY (34-66%)	FREQUENTLY (34-66%)
11-20 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
21-25 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
26-50 lbs.: OCCASIONALLY (1-33%)	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:**

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Climbing: OCCASIONALLY (1-33%)
Bending: OCCASIONALLY (1-33%)
Kneeling: NEVER
Crawling: NEVER

Balancing: NEVER
Stooping: OCCASIONALLY (1-33%)
Crouching: OCCASIONALLY (1-33%)
Reaching: OCCASIONALLY (1-33%)
(at and below shoulder level)

6. Sensory Requirements:

Talking and/or Hearing YES

Seeing: Acuity YES
Depth Perception YES
Field of Vision YES
Accommodation YES
Color Vision YES

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 particles that may cause occupational disease

POOR VENTILATION:

— Exposure to drafts or insufficient movement of air