

# ALASKAN COPPER

Alaskan Copper & Brass Company  
225 North Road  
Coquitlam, BC V3K 3V7

We will be accepting applications for this job opening from individuals who meet the below listed requirements. If you meet these requirements or know of a qualified candidate, you are invited to submit a resume or application form. Please advise any qualified candidates to send a resume and hand written cover letter to [cmm@alaskancopper.com](mailto:cmm@alaskancopper.com) or fax to **604-931-7664**. No phone calls or walk in's please.

**Date Opened:** Jan 8, 2019

**Job Title:** Inside Sales Representative

**Pay Rate:** Depending upon experience

**Hours of Work:** Day shift 8:00 a.m. to 4:45 p.m., 45 Minutes for Lunch. Hours may change due to business requirements.

**Location:** 225 North Road Coquitlam, BC

**Job Summary:** Will receive phone, e-mail and mail-in requests from customers for information, prices and orders for stainless steel, aluminum, brass and copper mill products. Forms include sheet, plate, pipe, tube, rod, bar and extrusions custom and standard.

**Requirements to be Considered for Position:**

1. Meet all of the Required Essential Job Skills/Experience.
2. Work overtime when required.
3. Willing to comply with company rules and policies.

**Duties/Essential Functions:**

1. Represent the Company in a professional, courteous, and expeditious manner.
2. Receive phone, fax, e-mail and mail inquiries from customers.
3. Assist in development of new accounts.
4. Quote prices and delivery to customers utilizing the product and pricing knowledge of the Alaskan team.
5. Follow up on quotes.
6. Write, price, process and expedite orders received.
7. Progress in product and market knowledge.
8. Receive and resolve customer complaints.
9. Develop ability to quote items not in internal pricing system.
10. May assist with purchasing.
11. Work closely with sales team and other departments.
12. Other related duties as assigned.

**Required Essential Job Skills/Experience:**

1. Courteous and professional telephone skills.
2. Good verbal and written communication skills, including legible handwriting.
3. Able to use computer to check availability, prices and create quotes.
4. Detail oriented, analytical, organized and can multi-task.
5. Problem solving, conflict resolution and negotiating skills.
6. Self-confidence.
7. Proficient in Microsoft applications.

**Non-Essential Job Qualifications but preferred:**

1. Three or more years of successful industrial sales experience preferred.
2. Bachelors degree.
3. Good product knowledge of non-ferrous metals.
4. Good product knowledge of non-ferrous pipe and fitting products.

**Job Accommodation:**

Considered on an individual basis.