



**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](http://www.alaskancopper.com) and sent via fax or scanned to [jobs@alaskancopper.com](mailto:jobs@alaskancopper.com) when completed.

**Date Opened:** March 20<sup>th</sup>, 2018  
**Closing Date:** April 6<sup>th</sup>, 2018

**Job Title: Warehouse Assistant, SD**

**Job Summary:**

The Warehouse Assistant provides assistance to the Warehouse Superintendent in the processing of orders and other related documents, purchasing and expediting supplies, training employees, and maintaining Haz-mat files.

**Requirements to be Considered for Position:**

1. Application must be filled out completely by the Applicant.
2. Meet all of the Required Essential Job Skills/Experience.
3. Must be able to work any shift.
4. Work overtime when required.
5. Willing to comply with company rules and policies.
6. Pass pre-employment drug screen.

**Required Essential Job Functions/Duties:**

1. Attend to all orders coming down the chute immediately. Time/Date stamp on time clock. Will calls, cash sales,

- and UPS should be delivered expeditiously; followed by our trucks, and auto freights.
2. As pinks come down, watch for anything "SPECIAL", slitting, shearing, work orders, and call to supervisor's or superintendent's attention.
  3. Check all PO's coming to warehouse and coordinate with orders.
  4. See that orders are filled in rank or urgency.
  5. Be responsible for W.O.G.'s.
  6. Check all orders for clarity and correctness. Be sure orders are ready to be filled including rem tags, MA papers, test reports, etc.
  7. Call freight carriers to arrange for pick-ups.
  8. March Seattle receiving copies to pop-up orders.
  9. Write up bills of lading.
  10. Assist Warehouse Superintendent with MSDS, MRO purchasing pick-ups, and other functions as assigned or necessary.
  11. Train warehouse employees to operate equipment properly.

**Desirable Job Skills/Experience:**

1. Two to three years experience in shipping and receiving.
2. Courteous and professional attitude.
3. Good communication skills, including good handwriting.
4. Good computer skills (Microsoft Office)
5. Good knowledge of paperwork and paper flow.
6. Familiarity with products.
7. Good ability to prioritize and organize.

**Job Accommodation:**

Considered on an individual basis.

**Physical Requirements:**

This work is defined in the light strength factor of physical demands. Standing and walking are the inherent features of this work. Some intermittent sitting may occur.

**1. This position requires the following in an 8-hour workday:**

<u>Total At One Time (Hours)</u> <u>Hour Day</u>	<u>Total During Entire 8-</u>
Standing: 15-30 minutes	2 hours
Walking: 15-30 minutes	2 hours

Sitting: 15-60 minutes 4 hour

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

<u>Lifting:</u>	<u>Carrying:</u>
0 to 10 lbs: CONTINUOUSLY (67-100%)	CONTINUOUSLY: (67-100%)
11-20 lbs.: FREQUENTLY (34-66%)	FREQUENTLY (34-66%)
21-25 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
26-50 lbs.:	FREQUENTLY: (34-66%)
51-100 lbs.:	
Over 100 lbs:	

**3. Required repetitive use of hands:**

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

**4. Repetitive Actions/Movements Involving the Feet:**

Right Foot: YES Both: YES  
Left Foot: YES

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

Climbing: OCCASIONALLY (1-33%)	Stooping: OCCASIONALLY
Balancing: NEVER	Kneeling: OCCASIONALLY
Bending: OCCASIONALLY (1-33%)	Crouching: OCCASIONALLY
Crawling: NEVER	Reaching: OCCASIONALLY

**6. Sensory Requirements:**

Talking and/or Hearing: YES

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

\* **Color Vision:** Must be able to differentiate between typically red, black, and green control buttons on machinery.

**7. Environmental Conditions That Are Found in the Work Site:**

PHYSICAL SURROUNDINGS: X Inside (75% of time)  
- Outside (75% of time)

	<u>  </u>	Both (equal amounts)
TEMPERATURE: discomfort)	<u>X</u>	Cold (enough to cause bodily
discomfort)	<u>X</u>	Hot (enough to cause bodily
cause bodily	<u>X</u>	Variations (sufficient to reactions)
WET: other liquids	<u>X</u>	Contact with water and/or
HUMID: sufficient to cause discomfort	<u>  </u>	Moisture content bodily
NOISE: hearing protection	<u>X</u>	Sufficient to require
VIBRATION: repeated motion continuous shock	<u>  </u>	Sufficient to cause or
HAZARDS: present	<u>X</u>	Risk of bodily injury
FUMES: from chemical reaction	<u>  </u>	Smoke or vapors resulting combustion or
ODORS:	<u>X</u>	Toxic or non-toxic smells
TOXIC CONDITIONS: fumes, dusts, mists or liquids that cause bodily harm.	<u>  </u>	Exposure to disabling gases, vapors, may
DUST: may cause disease	<u>X</u>	Small particulates that occupational
POOR VENTILATION: insufficient air	<u>X</u>	Exposure to drafts or movement of