



**Alaskan Copper & Brass Company
Personnel Department
2958 6th Avenue South
Seattle, WA 98134
(206) 382-7344
(206) 382-6548 Fax**

We will be accepting applications for the job between the opening date and the closing date only from individuals who meet all of the required essential job skills. If you meet these qualifications you are invited to complete an application form. If you do not meet these qualifications, your application will be set aside.

If you do not meet these qualifications but wish to apply for other job openings as they occur, which you may be qualified for, please call the ALASKAN JOBLINE, 24 hours a day at 382-8221.

Date Opened: January 24, 2012
Closing Date: February 1, 2012

Job Title: Inside Sales B

Pay Rate: Depending on qualifications and experience

Hours of Work: To be determined

Location: 2440 SE Raymond St.
Portland, OR 97202-4638

Job Summary:

Responsible for handling phone, mail-in orders and quotations in the Portland Branch Sales Office of a Metal Manufacturing and Distribution Company.

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. Good product knowledge of non-ferrous metals.
2. Must have minimum of 2 years sales experience.
3. Courteous and professional telephone skills.
4. Good verbal and written communication skills, legible handwriting.
5. Able to use computer to check availability and prices.
6. Self confidence.

7. Willing to comply with company rules and policies.
8. Good interpersonal skills.

Required Essential Job Duties/Functions:

1. Represent the Company in a professional, courteous, and expeditious manner.
2. Receive voice and text inquiries and orders from customers.
3. Assist in the development of new accounts.
4. Quote prices and delivery to customers utilizing the product and pricing knowledge of the Alaskan Team.
5. Write, price, process and expedite all orders received.
6. Progress in product and market knowledge.
7. Receive and resolve customer complaints.
8. Develop ability to quote items not in internal pricing system.

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</u> | <u>Total During Entire 8-Hour Day</u> |
|--------------------------|---------------------------------------|
| Standing: 15-20 minutes | 1/2 to 1 hour |
| Walking: 15-30 minutes | 1/2 to 1 hour |
| Sitting: 1 hour | 2-6 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.: OCCASIONALLY (1-33%) | OCCASIONALLY (1-33%) |
| 11-20 lbs.: OCCASIONALLY (1-33%) | OCCASIONALLY (1-33%) |
| 21-25 lbs.: OCCASIONALLY (1-33%) | OCCASIONALLY (1-33%) |
| 26-50 lbs.: OCCASIONALLY (1-33%) | OCCASIONALLY (1-33%) |

3. Required repetitive use of hands:

| | |
|------------------------|------------------------|
| Simply Grasping: YES | Fine Manipulating: YES |
| Pushing & Pulling: YES | |

4. Repetitive Actions/Movements Involving the Feet:

| | |
|----------------|----------|
| Right Foot: NO | Both: NO |
| Left Foot: NO | |

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

| | |
|----------------------------------|---------------------------------|
| Climbing: OCCASIONALLY (1-33%) | Stooping: OCCASIONALLY (1-33%) |
| Balancing: OCCASIONALLY (1-33%) | Kneeling: OCCASIONALLY (1-33%) |
| Bending: OCCASIONALLY (1-33%) | Crouching: OCCASIONALLY (1-33%) |
| Reaching: 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 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 particulates that may cause occupational disease

POOR VENTILATION: Exposure to drafts or insufficient movement of air