



**Alaskan Copper & Brass Company  
Personnel Department  
2440 SE Raymond ST.  
Portland, OR 97202-4638  
(503) 238-7171  
(503) 238-6849 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 206-382-8221.

**Date Opened:** July 9, 2018  
**Closing Date:** July 19, 2018

**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 inquires 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

