



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

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

If you do not meet these requirements 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 Posted: March 12th, 2018

Closing Date: April 3rd, 2018

Job Title: Office Assistant

Pay Rate: DOE

Hours of Work: 7 a.m. to 3:45 p.m.

Location: 3200 6th Ave. S., Seattle, WA 98134

Job Summary:

This person receives calls, records and distributes messages, sends, receives and distributes faxes, makes copies, some data entry and word processing as well as general clerical duties to support the sales function.

Required Essential Job Skills/Experience:

1. Must have a professional and pleasant telephone manner.
2. Prefer experience on Call Director or Message Center Equipment.
3. Must have legible handwriting, good spelling ability and be able to work well under pressure.
4. Accurate 30-40 WPM typing.

Required Essential Job Functions/Duties:

1. Receives calls on Avaya Message Center equipment.
2. Records and distributes messages to appropriate person.
3. Perform general office duties, including filing and data entry, as assigned.
4. Send, receive, log and distribute faxes.

5. Copies, collates, files documents.
6. Assists with general clerical duties.
7. Process credit memos for customers.
8. Double check sales orders for accuracy.
9. Type customer labels.
10. Place work orders with MRO and Maintenance.
11. Annual collection and storage of quotes.
12. Cross-train for register typist.
13. Other duties as needed.

Desirable Job Skills/Experience:

1. One or more years general office experience.
2. Good math skills.

Job 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: 15 minutes	1/2 to 1 1/2 hours
Walking: 10 minutes	30 minutes
Sitting: 2 hours	5 1/2 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%)	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:

Climbing: OCCASIONALLY (1-33%)	Balancing: NEVER
Bending: OCCASIONALLY (1-33%)	Stooping: OCCASIONALLY (1-34%)

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

Crouching: OCCASIONALLY (1-34%)
Reaching: FREQUENTLY (34-66%)

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:	<input checked="" type="checkbox"/>	Inside (75% of time)
	<input type="checkbox"/>	Outside (75% of time)
	<input type="checkbox"/>	Both (equal amounts)
TEMPERATURE:	<input type="checkbox"/>	Cold (enough to cause bodily discomfort)
	<input type="checkbox"/>	Hot (enough to cause bodily discomfort)
	<input type="checkbox"/>	Variations (sufficient to cause bodily reactions)
WET:	<input type="checkbox"/>	Contact with water and/or other liquids
HUMID:	<input type="checkbox"/>	Moisture content sufficient to cause bodily discomfort
NOISE:	<input type="checkbox"/>	Sufficient to require hearing protection
VIBRATION:	<input type="checkbox"/>	Sufficient to cause repeated motion or continuous shock
HAZARDS:	<input type="checkbox"/>	Risk of bodily injury present
FUMES:	<input type="checkbox"/>	Smoke or vapors resulting from combustion or chemical reaction
ODORS:	<input type="checkbox"/>	Toxic or non-toxic smells
TOXIC CONDITIONS:	<input type="checkbox"/>	Exposure to disabling fumes, dusts, gases, vapors, mists or liquids that may cause bodily harm.
DUST:	<input checked="" type="checkbox"/>	Small particles that may cause occupational disease
POOR VENTILATION:	<input checked="" type="checkbox"/>	Exposure to drafts or insufficient movement of air