



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

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 and sent via fax or scanned to jobs@alaskancopper.com when completed.

Date Opened: February 8, 2018
Closing Date: February 15, 2018

Job Title: Office Assistant

Pay Rate: DOE

Hours of Work: 8:00 am to 4:30 pm

Location: 27402 72nd Ave S. Kent WA 98032.

Job Summary: Perform a variety of tasks, filling in where needed; maintaining files, entering orders and committing material.

Requirements to be Considered for the 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. Able to do ten key by touch, type 50-60 wpm
2. Must have good attendance.
3. Able to communicate and cooperate with co-workers and customers to resolve issues and answer questions.
4. Must have good math skills and be accurate.
5. Must have good spelling and able to work quickly with accuracy.

Office Assistant

Required Essential Job Functions/Duties:

1. Read and interpret handwritten original sales orders or customer purchase orders, and enter into system.
2. Determine type of sale, if within credit limit, enter shipping terms, resolve any discrepancies and proofread.
3. Cancel sales registers in system when needed
4. Maintain log of cancelled registers
5. Maintain files for test reports
6. Enter received material into system
7. Match bids with sales orders
8. Other duties as assigned

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: 1 hour	up to 7 hours
Walking: 1 hour	up to 7 hours
Sitting: 2 hours	up to 6 hours

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

<u>Lifting:</u>	<u>Carrying:</u>
Up to 5 lbs.: CONTINUOUSLY (67-100%)	CONTINUOUSLY (67-100%)
6-10 lbs.: FREQUENTLY (34-66%)	FREQUENTLY (34-66%)
11-20 lbs.: FREQUENTLY (34-66%)	FREQUENTLY (34-66%)
21-25 lbs.: FREQUENTLY (34-66%)	FREQUENTLY (34-66%)
26-50 lbs.: FREQUENTLY (34-66%)	FREQUENTLY (34-66%)
51-100 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: YES
Both: NO
Left Foot: YES

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

Office Assistant

Climbing: OCCASIONALLY (1-33%)
Balancing: OCCASIONALLY (1-33%)
Bending: FREQUENTLY (34-66%)
Reaching: OCCASIONALLY (1-33%)
(above shoulder level)

Stooping: FREQUENTLY (34-66%)
Kneeling: OCCASIONALLY (1-33%)
Crouching: OCCASIONALLY (1-33%)
Crawling: OCCASIONALLY (1-33%)

6. Sensory Requirements:

Talking and/or Hearing: YES

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

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, liquids, or gases, vapors, mists or harm. that may cause bodily

Office Assistant

DUST:

— Small particulates that may
cause occupational disease

POOR VENTILATION:

— Exposure to drafts or insufficient
movement of air