



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 [ksb@alascop.com](mailto:ksb@alascop.com) when completed.

**Date Opened:** December 3, 2018  
**Closing Date:** December 28, 2018

**Job Title:** Receptionist

**Pay Rate:** DOE

**Hours of Work:** 8:30 am to 5:00 pm

**Location:** 1840 Dornoch Court, San Diego, CA 92154

**Job Summary:**

This person will receive and route incoming/outgoing telephone calls on an AT&T definity and take messages as needed. They will also greet visitors and direct them appropriately. They will handle office duties such as, but not limited to, checking orders and filing.

**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. Minimum six months experience on an AT&T definity or other comparable PBX equipment.
2. Have a pleasant and professional voice and manner.
3. Able to communicate effectively in English.
4. Able to type 30-40 WPM with accuracy.
5. Accurate with detail and able to proofread well.
6. Able to move about, to collect and deliver paperwork, as required.
7. Must be punctual.

8. Basic math skills; Must be able to convert inches to feet (and vice versa) and convert fractions to decimals (and vice versa).

**Required Essential Job Duties/Functions:**

1. Receive calls on AT&T definity, PBX equipment, route call appropriately and take messages, as needed.
2. Greet and direct visitors.
3. Initiate repair calls or notify the Data Processing Manager or Office Manager of problems with the system.
4. Type bid lists, export documents, labels and other lists and forms as time permits.
5. Receive out-going mail that is dropped off at the reception area.
6. Look up data and enter data on the computer, as needed.
7. May perform other general office duties, as assigned.

**Desirable Job Skills/Experience:**

1. One to two years of general office experience.

**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 (Hours)</u>	<u>Total During Entire 8-Hour Day</u>
Standing: 0-5 minutes	1/4 to 1/2 hour
Walking: 15-30 minutes	1/2 to 1 hours
Sitting: 1 hour	2-4 hours

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

<u>Lifting:</u>	<u>Carrying:</u>
Up to 5 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
6-10 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-3%)
11-20 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)

3. Required repetitive use of hands:

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

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: NEVER    Stooping: OCCASIONALLY (1-33%)  
 Balancing: NEVER    Kneeling: NEVER  
 Bending: OCCASIONALLY (1-33%)   Crouching: NEVER  
 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:                X     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