



**Alaskan Copper Works
Human Resources
1840 Dornoch Court
San Diego, CA
(619) 423-2546
FAX (619) 423-5310**

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. 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 cmr@alascop.com when completed.

Date Posted: November 27, 2018

Closing Date: December 17, 2018

Job Title: Shipping and Receiving Clerk, San Diego

Pay Rate: DOE

Hours of Work: Day Shift 8:00 am to 4:30 pm or
Swing Shift 4:00 pm to 12:30 am

Location: 1840 Dornoch Court, San Diego, CA 92154

Job Summary:

Assist customers, warehouse personnel, and sales people with test reports, material certification, shipping documents, and general office work.

Job Scope:

This job involves a moderate degree of complexity and a high need for accuracy and multi-tasking. The employee must be able to operate independently with minimal supervision. Communication with customers, warehouse employees, and other departments will be face-to-face, and by phone. Excellent customer interfacing and team work are essential.

Required Essential Job Skills/Experience:

1. Read, write, understand, and speak English.
2. Good interpersonal skills.
3. Very accurate and able to pay close attention to detail.
4. Ability to prioritize and make good decisions.
5. Ability to deal with multiple tasks simultaneously.
6. 10-key by touch
7. Computer literate (Microsoft Office, Email)

Required Essential Job Functions/Duties:

1. Assist "Will Call" customers with order pickup.
2. Prepare bill of ladings.
3. Data entry, filing, and other general office work.
4. Maintain records for weekly and monthly reports.

Non-essential Job Functions/Duties:

1. Maintain test reports.
2. Dispatching

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: 5-15 minutes	2-3 hours
Walking: 5-15 minutes	1-2 hours
Sitting: 1-2 hours	5-7 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 (1-33%)
11-20 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)

3. Required repetitive use of hands:

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

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: 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: 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