

**PRECISION
ALLOY
SERVICES**

SALES / CUSTOMER SERVICE

Precision Alloy Services is a specialty metals distributor and processor located just 5 minutes from Bowling Green State University in Bowling Green, Ohio. Precision Alloy Services carries a large inventory of materials including nickel, cobalt, aluminum and titanium alloys, stainless steels and specialty alloy steels in a variety of sizes of sheet, plate, bar, and wire. Processing includes bar sawing, water-jet cutting, chamfering and other services.

We are currently seeking to fill a position in inside sales and customer service. The candidate will be trained in a variety of activities related to the business. Activities may include, but are not limited to the following:

- Provide customer service to existing accounts.
- Research to find new potential accounts.
- Develop and enter quotes and sales orders.
- Respond to customer inquiries.
- Process associated paperwork.
- Respond to diverse customer questions about our products and services.
- Schedule inbound and outbound shipments as needed.
- Review and enter freight invoices for payment.
- Process payment of freight invoices if paying by company credit card.
- Daily invoicing.

This opportunity is open to a variety of majors and is a full-time position. No prior experience is required. Due to the nature of our business, US citizenship is required.

Employment applications are available at www.precisionalloyservices.com. Interested parties may also email resumes and applications to sales@precisionalloyservices.com or to the contact information listed below.

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Registered to ISO 9001:2015 with AS9100 Rev D