

**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](http://www.precisionalloyservices.com). Interested parties may also email resumes and applications to [sales@precisionalloyservices.com](mailto:sales@precisionalloyservices.com) or to the contact information listed below.

Marty Walsh

**Precision Alloy Services, Inc.**

726 Innovation Drive

Bowling Green, OH 43402

Direct: 419.315.1220

Main: 419.725.6642

[mwalsh@precisionalloyservices.com](mailto:mwalsh@precisionalloyservices.com)

[www.precisionalloyservices.com](http://www.precisionalloyservices.com)

**Registered to ISO 9001:2015 with AS9100 Rev D**