



(208) 524-0214 (800)877-1609 Fax (208) 524-6613
www.vernonsteel.com
office@vernonsteel.com *subject line:* employment application
2422 Iona Road (no U.S. Post mail - UPS, FedEx OK) 83401
Mailing: PO Box 1401 Idaho Falls, ID 83403

Open Position: Sales/ Customer Service

40 hours with possible overtime Monday-Friday - plus - 3 hours minimum rotating Saturdays
Min 8 hours shifts may begin at 7:30AM ending around 6:00PM Saturdays 9:00-Noon+.

Basic, but not limited to, job description:

Helping customers on the phone and face to face with their metals needs. Knowledge of the metal industry not required. Must have a strong command of communication skills to navigate customers' wants and needs with the ability of the company and our vendors to respond to those needs.

Minimum Requirements:

1. High School diploma (GED may be considered at company's discretion)
2. Offer responsible attendance and guarantee 100% attention to the position while on the clock.
3. Fluent in all aspects of English language - reading, writing, speaking, grammar, syntax, diction and spelling within established forms of communication: face to face, phone, email, written including legible handwriting
4. Proficient in high school math and basic high school computer skills
5. Have a current driver's license plus have and maintain a clean driving record. Up to date copy of official driving record will be required prior to final hire
6. Positive, cooperative social skills allowing excellent interaction with fellow employees, customers and vendors especially while under stress
7. Must be honest, ethical, willing to be responsible for cash and willing to learn and take on new tasks
8. Able to work in an environment exposed to dust and dirt
9. Enthusiastic about making cold calls and limited outside sales if necessary
10. This position requires a self-starter, someone who requires minimal oversight and someone who is comfortable with multiple open projects at once
11. Hourly wage negotiated based on skill set presented (no commission). Adjustments to negotiated wage may be made upon actual work place verification of skill set demonstrated after hire

I have complete understanding of and am in complete compliance with the above minimum requirements and wish to submit this form along with the Vernon Steel Application for Employment. All forms must be filled out by the applicant's own hand.

Printed Name _____ Signature _____ Date _____