



JOB POSTING

Open 03/13/2023 until filled
Email info@gbarefining.com to request an Application

JOB TITLE:

Sales Associate

COMPANY INFO:

GBA Assaying & Refining is looking for a retail sales associate for our Fairbanks office.

JOB DESCRIPTION

We are looking for an individual who has strong organizational skills, is self-motivated, and has high integrity. Our Sales Associates are the first point of contact for our customers. Duties and responsibilities will include greeting customers, answering phone and email inquiries, sales by learning the needs of the customer and recommending products that best work for them, creating shipping labels, banking deposits, and miscellaneous errands, documents transactions and updates customer profiles, and stays current on metal market trends. Knowledge of Apple computers, Quickbooks, and other general office skills is a plus as is knowledge of placer gold and precious bullion.

BENEFITS

- Starting salary \$15.00 + DOE
- Flexible schedule
- Training & Education

LOCATION

This job is open at our Fairbanks office; 915 30th Ave. #111 Fairbanks, AK 99701

APPLICATION INFORMATION

If you are interested in applying for this position please fill out the GBA Application for Employment (QR Link above) and return the completed application with a copy of your Resume and Cover Letter to:

915 30th Ave. #111 Fairbanks, AK 99701 or email to info@gbarefining.com

In Person applicants please drop off Monday - Friday, 1pm - 3pm.

Must be able to pass an extensive background check and drug test.