



# Corporate Content Writer

TRUSTED **VALUES**. INNOVATIVE **SOLUTIONS**. SHARED **GROWTH**.

**Location:** Chesterfield, MO or Mt. Sterling, IL    **Department:** Brand Marketing  
**Reports To:** Creative Services Manager

**Your Role:** Support the Branding & Creative Services Department with the creation of copy and content for a variety of marketing and communications materials. To be successful in this position, you'll be a self-starter, deliver brilliant creative ideas, and have strong attention to detail.

- Create and edit materials and documents including, but not limited to, e-mails, web copy, flyers, advertisements, video scripts, brochures, presentations, etc.
- Develop, manage, and monitor content for social media channels.
- Collaborate with colleagues at all levels of the organization to ensure copy is compelling and customized to meet the needs of the business.
- Create content that adheres to Dot's stylebook and corporate brand voice.
- Maintain high standards for writing and proofreading. Being able to proofread and edit your own copy is very important.
- Work independently and on a team.
- Apply lean thinking and tools to identify and eliminate waste in all areas of the position.

## Role Specifics:

- *Travel* –Overnight travel for trainings or meetings. Must have ability to travel independently as needed, without restriction by all modes of transportation, including car, plane, or train.

## We Need You To Have:

- Bachelor's degree in communications, marketing, or related field or equivalent Dot Foods experience.
- Minimum of 2–5 years business or professional writing experience.
- Expertise in proper use of AP Stylebook rules, grammar, punctuation, and spelling.
- Portfolio demonstrating exceptional writing, editing, and proofreading skills.
- Ability to effectively lead meetings

## We'd Like You To Have:

- Knowledge of content marketing; specifically concepts, creation, and effective application.
- Excellent project management and organization skills to meet tight deadlines.
- Demonstrated computer skills and experience with Microsoft Office programs and social media sites such as Facebook, Twitter, LinkedIn, and YouTube.

## What Can Dot Offer You?

As a family-owned and -operated company for the past 57 years, Dot Foods has created a strong family culture within the business. As a vital part of that family unit, we want to ensure you feel included and respected for any differing ideas. We appreciate those opinions and count on them to make us successful. In addition to an inclusive working environment, we will provide you with:

- A friendly working environment
- Highly competitive compensation and benefits package
- Significant advancement opportunities

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**Safety:** This position assumes responsibility for the workplace safety of self and co-workers, and for the safety conditions of the work locations, exercise and promotes safe behaviors and show unyielding support of programs, rules and policies regarding safety.

**EOE/AA Employer:** Dot believes all persons are entitled to equal employment opportunities. Dot will not discriminate against its employees or applicants for employment because of sex, race, color, religion, national origin, age, sexual orientation, disability, or veteran status or other basic classes protected by applicable federal or state law provided they are qualified for employment or for existing positions.