



Mailroom & Office Support Coordinator

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

Location: Chesterfield, MO

Department: Admin

Reports To: Human Resources Manager

Your Role: This position works closely with the Human Resources Manager and Admin team to provide office support, including light maintenance and office upkeep. Participates in special projects and provides backup to other administrative positions as needed.

- Manage office mailroom: receiving/delivering/shipping inbound and outbound FedEx, UPS, and USPS
- Manage and purchase inventory: office supplies, kitchen supplies, and meeting room supplies
- Ensure all kitchens and meeting rooms are stocked with necessary supplies daily
- Light daily cleaning (kitchens, meeting rooms, common areas, and equipment)
- Maintenance of all printers including printer paper and ink
- Assist admin staff with meeting needs (moving tables and chairs, delivering lunch, clean up)
- Light repairs and maintenance of physical structures and equipment
- Front desk coverage as needed
- Applies lean thinking and tools to identify and eliminate waste in all areas of the position.

Role Specifics:

- *Schedule:* Full Time, Monday – Friday, 8:00am – 5:00pm, schedule may vary
- Manual labor, some heavy lifting
- Extensive standing, sitting, and walking

We Need You To Have:

- High school diploma or general equivalency degree
- Valid driver's license
- Ability to lift up to 50 pounds as needed
- Good knowledge of Microsoft Office programs
- Ability to complete assigned duties with minimal supervision
- Effective communication and organization skills

We'd Like You To Have:

- Ability to work independently as well as within a team environment
- Ability to independently make decisions and resolve complex problems
- Effective prioritization skills and ability to handle multiple tasks

What Can Dot Offer You?

As a family-owned and -operated company for the past 60 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:

- Wage Range: \$12.70-\$19.05
- Significant advancement opportunities
- Competitive medical, dental, and vision insurance plans

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.