

St. Louis Region OJT Job Openings

12/05/16

The following is a list of current job openings posted in www.jobs.mo.gov that the organization has indicated they are interested in filling under an OJT Agreement and Training Plan. Qualified candidates are encouraged to first look up the information about the job posting using the "Job Number" provided under the job title. The job posting will provide the name of the company and provide instructions on how to apply for a specific opening.

Job Order #1207683

Accounts Payable/Payroll Specialist

The Accounts Payable/Payroll Specialist is responsible for managing and processing Invoices, payrolls, providing customer service, answering inquiries and resolving accounts payable & payroll issues in a timely, accurate and professional manner.

ESSENTIAL FUNCTIONS:

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by microfilming and filing documents.
- Disburses petty cash by recording entry; verifying documentation.
- Reports sales taxes by calculating requirements on paid invoices.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.
- Perform daily payroll operations resulting in weekly multi-jurisdiction processing of paychecks in compliance with Federal, State and local laws
- Provides excellent customer service to associates across all functions of the company as well as partners with internal departments and external parties to fulfill payroll responsibilities.
- Ensures all documentation associated with payroll is maintained properly and confidential.
- Maintain payroll database, in conjunction with Paychex when necessary and appropriate
- Ensure that all payroll transactions are processed accurately and timely
- Records changes affecting net wages, for example exemptions, insurance coverage, pension plans and loan payments for each employee to update master payroll records
- Manage garnishment process through Paychex to ensure calculations and compliance
- Process special compensation such as bonuses, commissions etc.
- Process manual checks and final pay in compliance with policy and state laws
- Multi-Jurisdiction Amendments as needed
- Able to research and reconcile complex payroll issues
- Prepare periodic reports of earnings, taxes, and deductions
- Keep records of leave pay and nontaxable wages
- Provides support to payroll management as needed on additional projects.
- Maintain employee confidence and protects payroll operations through strong professional integrity and ability to maintain strict confidentiality.

QUALIFICATIONS

- Minimum High School Diploma required and two (2) years payroll related experience
- Associate's degree is desired but not required, preferably in Finance/Accounting.
- Purchasing experience preferred.
- Tracking Budget Expenses, Attention to Detail, Thoroughness, Organization, Analyzing Information, Accounting, Vendor Relationships, PC Proficiency, Data Entry Skills, General Math Skills
- Prior experience processing payroll. Knowledge of Paychex software highly preferred.
- Must have demonstrated proficiency using Microsoft Office (Word, Excel, and Outlook) and demonstrated ability to learn new software programs as necessary.
- Solid understanding of wage withholding orders and garnishments
- Ability to organize high volume workload, adapt quickly to change, and deliver under the pressure of deadlines
- Ability to maintain confidentiality is mandatory
- Flexibility to work extended hours if necessary

Qualified candidates must apply by going online at www.trirince.aaimtrack.com

Job Order #12068096

Call Center Customer Service Rep

Have an immediate need for multiple PT/FT call center representatives to provide superior service to our Guests. The schedule is primarily during the day, but may include evening and weekend shifts.

Responsibilities:

- Assist guests with merchandise selection and order placement, resolve order discrepancies, update guests on shipping status
- Provide details on party packages/offering and schedule parties for guests
- Prepare and issue any follow-up, written guest communication
- Answer other general guest inquiries

Qualifications:

- Minimum of a high school diploma; an Associate or Bachelor's degree is preferred
- A strong ability to articulate and communicate clearly over the phone and in writing
- A minimum of one year customer service or retail work experience
- Proficiency in Microsoft Word, Outlook, and Excel
- A high level of enthusiasm and the ability to multi-task well
- Knowledge of Build-A-Bear' product and our brand is a plus!

Qualified candidates must apply online at <http://careers.buildabear.com/>

Job Order #1207002

Sales Representative

The Sales Rep will be tasked with generating profitable new business, developing new customers and increasing the market share of Handsfree Group through a full-cycle sales process. The Sales Rep will focus on the growth and continued success of our product sales; therefore, knowledge of the fleet/vehicle technology industry is ideal.

- You will be responsible for new product revenue generation and expansion of existing client base through
- Initiating and answering calls from prospective clients.
- Marketing outreach.
- Attending trade shows.
- Potential customer visits.
- Conducting webinars.
- Managing sales in our CRM platform.
- Building contracts and sales proposals.
- Developing and executing marketing materials.
- Forming excellent working relationships with partners and customers.
- Servicing existing accounts ensuring an excellent level of customer service is being given.
- Attending networking events when necessary.
- Travel will be required, approximately 50%.

Skills Required:

- Positive attitude and an aptitude for personal and business success.
- Ability to work autonomously.
- Excellent verbal and written communication skills, including first-rate presentation skills.
- Able to demonstrate a high level of effective telephone sales activity.
- Knowledge of our market and products or the ability to quickly develop knowledge of our market.
- Excellent organizational and time management skills.
- Good IT skills (knowledge of a CRM system e.g. SalesForce is desired but not essential).
- Self-motivated and conscientious.

Qualifications

Bachelor's degree in marketing/sales, or related discipline preferred, but not required. Two years of sales experience is required. Ideal candidate will have a background that demonstrates a solid practical knowledge of vehicle technology and related fields, along with a drive to succeed and reach targets. Qualified candidates must have a clean background and valid driver's license.

Qualified candidates must email a resume and cover letter to Joel Reinert at jreinert@stlworks.com and include the job title in the subject of the cover letter.

Job Order #12069992

Materials Coordinator

SUMMARY

The job is primarily shipping and receiving, plus janitorial duties. It is also the position that handles all miscellaneous tasks that do not require a fabricator's skills. One would need to drive a forklift but mostly it is physical labor of moving items around the shop and office and keeping things clean and organized. There is a tiny bit of computer interaction but in that regard one can be trained.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- HS education preferred, or up to one month related experience or training, or equivalent combination of education and experience
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customer, clients, and other employees of the organization.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Should have knowledge of email software (Outlook) and ERP software (E2 Shop System)
- Valid drivers license with a good driving record and provide own transportation
- Forklift certification. Will train if not already certified
- Able to work a flexible schedule to include weekends and holidays.
- Knowledge of raw materials and production processes.
- Ability to operate forklift;banding machine; jigsaw, and power, other types of saws
- Ability to drive company car or truck, or a powered piece of material handling equipment

Qualified candidates must apply by going online at <http://www.foremanfab.com/employment.html> to download the application. Then email your resume and/or completed application to rrolves@foremanfab.com

Job Order #12060108

Production Worker for Pharmaceutical Lab

Established pharma testing lab located in downtown St. Louis is seeking a production worker capable of handling bulk powders and transferring these powders between drums weighing 125 to 190 lbs. The powders may be transferred between drums, or from drums into a ribbon blender.

This production worker will ideally also be capable of maintaining, troubleshooting and repairing as needed the equipment and machinery used in the production process. This aspect of the job requires basic skills in electricity and mechanical work. A basic understanding of carpentry is also useful. The job is split roughly 75% in production, and 25% in maintenance and repair. The successful candidate will be capable of balancing these two requirements, and be interested in a long-term commitment.

REQUIREMENTS:

- Requires some lifting
- Basic knowledge of electric required

Qualified candidates must email resume to info@marcusresearch.com and include the job title in the subject of the email

Job Order #12060097

Chemist for Pharmaceutical Lab

Multiple opportunities available for chemists with HPLC experience using Waters' Empower software performing pharmaceutical analyses within a challenging, fast-paced, cGMP environment. The work is interesting and varied as testing is performed on a multitude of products using USP and client methods; we test over 500 different products yearly.

Desired Skills, Education, and Experience

- B.A. or B.S. degree in Chemistry
- Three plus years of experience with HPLC analysis using Waters' Empower Software
- Three plus years of pharmaceutical analysis within a cGMP environment
- Candidates must be within the greater St. Louis area or must be able to self-relocate to be considered

Qualified candidates must email resume to info@missourianalytical.com and include the job title in the subject of the email

Job Order #12060102

QA Specialist for Pharmaceutical Lab

Established pharma testing lab located in downtown St. Louis is seeking a qualified candidate to fill a QA opening for our 2nd Shift.

Qualified candidates will have a background in chemistry - with emphasis on HPLC testing, preferably using Empower Enterprise software - and microbiology for the pharmaceutical industry. We work in a cGMP environment.

Responsibilities:

- Review laboratory data for accuracy & completeness
- Check calculations
- Review chromatography (HPLC) data
- Review notebook entries
- Communicate need for corrections to chemists & microbiologists
- Review instrument calibrations
- Review OOS investigations
- Writing of SOPs
- IQ/OQ/PQ
- Training
- Internal/External audits

Desired Skills and Experience

- Requires 5+ years of relevant experience
- Knowledge of cGMP
- Familiarity with HPLC, UV-Vis, GC, AA
- Familiarity with Waters' Empower software a plus
- Familiarity with microbiology testing
- Attention to detail
- Good level of math & statistical skills
- Ability to work with chemists & microbiologists to resolve issues with data
- Attention to detail
- Experience in equipment trouble-shooting a plus
- Tracking and distribution of standards and samples to QC chemists

Qualified candidates must email resume to info@missourianalytical.com and include the job title in the subject of the email

Job Order #12069699

Wood Shop Supervisor

Supervises and coordinates the work of employees who set up and operate machines for cutting wood, building wood units. Prepares work schedules, assigns work, and oversees the work product.

Responsibilities:

- Responsible for scheduling the employees in the Wood Shop Department.
- Ensures machine function and output is according to specifications.
- Approve and monitor Paid Time Off (PTO) for direct reports
- Responsible for maintaining accurate records within the MRP System, inventory, labor etc.
- Follow safety guidelines and enforce compliance within department
- Responsible for producing good QC approved parts
- Organize and keep work area clean

Skills/Qualifications:

Education Required/Preferred: High School diploma or equivalent

Experience: 4 Years of experience

- Able to lift up to 20 to 35 lbs.
- Walking/standing for most hours of work day.
- Ability to use tools to assemble items.
- Familiar with use of hand tools-table saw, drills, sanders, dust collectors, chop saw
- Ability to direct the work of others.

Qualified candidates must email resume to elrena.thompson@pfinnovation.com and include the job title in the subject of the email.

Job Order #12060090

Front Office Associate

Responsible for administrative task at Health Center. Front office tasks including answering the phone, scheduling appointments and greeting patients.

Qualified candidates must apply online at <http://www.phcenters.org/phcwebsite/careers.php>

Job Order #12060085

Community Support Specialist

Responsible for providing activities and interactions that enable an individual at clear risk of hospitalization or who has discharged from inpatient treatment to maintain an adjustment to living in the community. Responsible for assessing the client's status including personal strengths, progress, problems and needs. Participate in formal assessment and development of treatment plans. Monitors client's participation and progress. Provides assistance and acts as a 24-hour resource when necessary. Trains clients in living skills, such as housekeeping, cooking, personal grooming, etc. Maintains client charts and assures the standards and guidelines are followed.

Education & Experience: Bachelor's degree in Social Work, Psychology, Nursing or related field. Equivalent experience required. Must have valid driver's license dependable automobile and personal vehicle insurance.

Qualified candidates must apply online at <http://www.phcenters.org/phcwebsite/careers.php>

Job Order #12069730

Programmer Analyst (IL and MO)

Primary Purpose:

Work from systems designs and/or other written or verbal instructions to develop, test, and implement applications to solve business problems or facilitate business opportunities. Demonstrate and apply programming skills in the appropriate programming languages.

Essential Duties:

- Systems Analysis and Programming.
- Provides support and maintenance for existing applications.
- Assists in gathering system requirements.
- Assists in integrating third-party applications.
- Demonstrates and applies programming skills with 3-5 years of C# experience
- Application testing.
- Assists in making recommendations on standards, techniques, and approaches to trouble-shooting.
- Participates in Dot quality efforts.
- Provides PC support and other platform support as appropriate.
- Assists in coordination of development and implementation of new systems.
- Ongoing communication with MIS peers and managers.
- Must work closely, at times, with the user community, potentially with all levels of the company.
- On rotation for MIS pager.
- Applies lean tools and thinking to identify and eliminate waste

Requirements:

- Bachelor's Degree or Associates Degree with 2-5 years of experience.
- Good interpersonal skills.
- Knowledge of appropriate operating systems.
- Ability to handle multiple tasks simultaneously.
- 3+ years of C# experience

Qualified candidates must apply online at www.dotfoods.com/careers

Job Order #12064095

Service Sales Engineer

Essential Functions:

- Provide routine and technical support to service sales representatives, service technicians, and customers.
- Work closely with existing customers to understand business needs and recommend technical and innovative solutions.
- Actively work to develop relationships with prospective customers in our marketing area.
- Engage in problem solving by performing system analysis, interpreting data and providing written recommendations to ensure customer operations are performing at optimal levels.
- Analyze blueprints, construction drawings, specifications and other documentation to prepare time, cost, materials, and labor estimates
- Perform conceptual HVAC system designs and produce sketches to aid in the estimating process and to accompany proposals when necessary
- Develop quotes/proposals with pricing and margins consistent with Integrated Facility Services, Inc.'s requirements
- Work with other engineers, designers, salesmen, and vendors to achieve solutions to problems
- Visit jobsites when necessary perform field surveys and to help field personnel resolve issues
- Oversee technical training programs for service staff
- Ensure safety is a priority and safety policies are consistently implemented.

Required Education and Experience:

- Mechanical Engineering degree
- 5+ years of successful technical service, technical sales or field sales support experience
- Must have a strong mechanical aptitude
- Working knowledge of HVAC systems and components
- High computer application literacy (including AutoCAD)
- History of working in a field that required autonomy and self-motivation
- Excellent communication skills
- Excellent organizational skills
- Strong work ethic and ability to multi-task

Qualified candidates must apply online at www.intfs.com

Job Order #12064091

Customer Service Coordinator

Responsibilities:

- Answer and book Service Calls
- Dispatch Service technicians
- Create the schedule for service as needed
- Type and track all service contract proposals
- Renew and invoice all commercial service contracts monthly
- Reprice, terminate, and extend service contracts as needed
- Pull copies of service tickets
- Enter payroll for service technicians
- Register residential equipment and warranty information
- Monitor/Edit GPS as needed
- Handle computer software issues as they arise
- Train technicians on use of software on tablets and track distribution of tablets
- Write and correct purchase orders as needed

Qualifications:

- Previous customer service experience, preferably in mechanical contracting or construction industry
- Proficient in Microsoft office
- Positive and professional demeanor
- Excellent written and verbal communication skills

Qualified candidates must apply online at www.intfs.com

Job Order #12060135

Executive Assistant/Director of Operations

Real estate company is seeking an executive assistant position in the St. Louis area. This position is a grooming opportunity, with the intention of promoting the candidate to Director of Operations within the first 6-12 months.

The executive assistant will initially be responsible for managing the day-to-day business aspects of realty company in order to learn the real estate retail industry, office systems, and acclimate to the company and its strong team culture and highly positive environment. Tasks will include customer service calls, managing the team database and their multiple database systems, social media marketing and online content creation, assisting current and past clients, and creating and executing marketing plans. These tasks are performed in a fast-paced environment. We aim to promote the Team Lead within 6-12 months to a managerial role that will hire and assist in developing future agents and administrative support roles. Generous bonuses based on performance and production will be available immediately.

The ideal candidate will have a hunger for success, a very high sense of integrity, will be very resourceful while executing daily operations that require them to think on their feet and make executive decisions. The candidate should have an ability to work as part of a team while exuding a pleasant, upbeat, attitude, the ability and confidence to manage multiple team members, an enthusiasm to be coached daily and received ongoing training, and hold a professional poise at all times is a must. A background in promotional work, face-to-face communication skills, and the ability to initiate conversations are skills highly coveted as networking events, event planning, and frequent visits to past clients and networking groups will be an integral part of the job. Experience is not required as training will be abundant.

Qualified candidates must email resume and cover letter to AndrewHannigan@kw.com

Job Order #12060087

IT Support Analyst

Summary:

Under moderate supervision, provides support of all computer systems and other technology-based systems for the staff.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Understand the fundamentals of how a healthcare organization operates to ensure support levels match the expectations
- Provide superior quality and service to all firm technology users
- Respond promptly and courteously
- Prioritize requests according to criticality
- Identify timely and accurate solutions to technical issues
- Provide help desk support for all hardware, software, network printing, rights, security and file services.
- Ensure all data backup systems are performing as configured for complete backups each day and logged according to the firm's backup policies.
- Participate in the research, development and implementation of new technologies
- Sets up and maintains basic network operations, including assembly of network hardware, and supplements the IT department.
- Performs network troubleshooting to isolate and diagnose common network problems.

Qualifications:

- Experience in Windows 7/8/10, Office 2010/2013 suite, Fundamental understanding of networking including TCP/IP, WINS, DNS, DHCP.
- Experience in PC and Server hardware troubleshooting, network wiring and wireless configurations.
- Experience installing, troubleshooting, and repairing computer peripherals.
- Problem solving - identifies and resolves problems time efficiently; gathers and analyzes information; develops solutions; works well in group problem solving situations.
- Familiarity with and experience administering MS SQL Server and SQL Server applications preferred.
- Working knowledge of SQL query writing preferred.

Degree Requirements: Bachelors Degree in Computer Science or related field.

Qualified candidates must apply online at <http://www.phcenters.org/phcwebsite/careers.php>

Job Order #12060086

Call Center Representative

Summary:

Call Center Representative is responsible for confirming and rescheduling appointments in the NextGen system for new and established PHC consumers by phone. All appointment must be schedule in accordance with appointment guidelines.

Essential Duties and Responsibilities:

- Ensure that proper phone etiquette is adhered to at all time when confirming the appointment via phone Ensure that the consumer address, telephone number at minimum is updated with each appointment in the NextGen system.
- Educate consumer of service and program offered at PHC
- Instruct all consumers to bring picture ID, current insurance card, co pay if applicable and to arrive 30 minutes prior to appointment time for new consumers and 15 minutes prior to an appointment for established consumers
- Assist in consumer with rescheduling cancelled appointment due to change in the providers schedule and appropriately document method if notification in the NextGen system
- Select the appropriate appointment event and location
- Assist consumer with rescheduling and/or canceling appointments
- Verify consumer's appointments upon request
- Document when an appointment has been filled or cancelled
- Telephone or write consumers to remind them of their appointment or cancellation
- Document applicable information regarding patient's appointment in the comments section in NextGen system
- Ensure that each incoming or return appointment is schedule per the provider's request
- Contact Central Scheduling department immediately when unable to honor appointment request for further directions.
- Become and remain proficient in adding exception and templates to resources/providers schedule
- Become and remain knowledgeable of operation of NextGen System
- Prior to ending the call after verifying an appointment in the NextGen system always instruct consumer to bring in proof of income documents required to be considered for self pay patient status.
- Ensure that arrangements are cancelled for patients requiring the service of a translator for language or for the hearing impaired are addressed promptly. Form must be completed, faxed and note documented in NextGen comments
- The translator form shall be filed in the Date order for future reference

Education and / or Experience: Associates Degree (A.A.) from two year college in business administration or two years recent related experience and/ or training. Health care experience a plus. Must enjoy working with the public. Ability to handle problems involving patients and maintain customer oriented attitude. Must be experienced with personal computers and have a willingness to learn new software. Must be able to type at least 35 WPM.

Qualified candidates must apply online at <http://www.phcenters.org/phcwebsite/careers.php>

Job Order #12060089

Referrals Clerk

Referral staff is responsible for processing referral requests for all providers practicing within the health center.

Essential Duties and Responsibilities:

- Referral staff is responsible for processing referrals according to policy
- Obtain prior authorization from insurance companies and completing paper work for various procedures and referrals specialists
- Ensure timely accurate processing of referrals
- Input appropriate documentation in electronic medical record
- Must be able to work independently
- Track and report referrals
- Verify insurance coverage.
- Make appointments for providers.

Education and/or Experience:

- High School diploma or equivalent credential. Requires two years of consecutive work experience in women's health, internal medicine, or pediatrics in a primary healthcare facility, large private office or hospital.

Qualified candidates must apply online at <http://www.phcenters.org/phcwebsite/careers.php>

Job Order #12069820

Facilities Engineer

Primary Purpose:

- Provide engineering support across the business. This would include, but not be limited to facility layout and remodeling design; reviewing new technology and products; energy efficiencies & overall footprint reduction; new building design and construction. Project management for construction projects will be required.
- Essential Duties:
- Coordinate & facilitate engineering related activity at all locations, in conjunction w/ location operational leadership and applicable safety requirements.
- New building and grounds design and layout.
- Support capital assessment and implementation with both internal and external partners
- Construction project management
- Lead efforts in new technology assessment and application
- Energy efficiency leadership
- Support operations in long term facility and capital planning.
- Vendor interaction, product selection, and procurement
- Applies lean tools and thinking to identify and eliminate waste

Requirements:

- Four-year college degree engineering and professional engineering certification is required. The degree can be in any of the disciplines - architecture, mechanical, civil, structural, or electrical. Architecture or civil is preferred.
- Excellent verbal and written communication skills
- Ability to adapt to a fast paced work environment and handle multiple tasks
- Ability to work in a team environment as well as independently.
- Proficient computer skills
- Overnight travel (4-6 nights per month) required to different markets and locations; ability to independently travel as needed, without restriction, by all modes of transportation, including car, plane or train.

Qualified candidates must apply online at www.dotfoods.com/careers

Job Order #12069817

Marketing Specialist & Graphic Designer

Primary Purpose:

Assist with developing and executing marketing strategies, programs and tactics to drive demand, brand equity, revenue and profitability for Dot's import business.

Essential Responsibilities:

- Assist in increasing volume and revenue for Dot's import business.
- Develop and execute multiple, simultaneous marketing programs with creative, copywriting, trade show, social and e-marketing tactics and ensure all communications properly reflect messaging.
- Track and measure effectiveness of marketing programs.
- Participate in the development of product positioning, messaging, competitive assessments and customer segmentation.
- Conduct market research in order to identify market needs for current and future products.
- Educate internal and external stakeholders about Savor Brands product features and benefits.
- Plan and support company efforts at industry events, food shows, and Dot meetings.
- Manage and write content for brand micro-site.
- Conduct research to identify channel expansion opportunities.
- Develop annual marketing plans with key stakeholders.
- Work with business unit manager to determine marketing and event budgets.

Requirements:

- BA or BS degree in marketing, journalism, or graphic design.
- 2-4 years' experience in a similar role, product marketing, graphic design or digital marketing.
- Advanced knowledge of Adobe Creative Suite (particularly InDesign).
- Experience in package design preferred.
- Strong knowledge in business-to-business marketing and/or foodservice industry experience.
- Excellent writing and verbal communication skills.
- Effective copywriting and editing skills.
- Discerning attention to detail.
- Ability to work effectively under pressure and to tight deadlines.
- Ability to work collaboratively in a cross-functional environment.
- Must be willing to travel without restrictions. Require travel up to 4 overnight trips per month.

Qualified candidates must apply online at www.dotfoods.com/careers

Job Order #12069726

Client/Server Technical Analyst

Primary Purpose:

Implements, administers, and maintains systems, including associated servers, operating systems, and backup and recovery programs. Troubleshoots and resolves system problems and service requests, and provides high-level technical support for unresolved help desk issues.

Essential Duties:

- Mentor Help Desk personnel on issue analysis and resolution
- Research, evaluate and recommend software and hardware products.
- Analyze and solve complex problems
- Perform root cause analysis and develop checklists for typical problems
- Recommend procedures and controls for problem prevention
- Install and maintain servers and server operating systems
- Report on system performance, utilization, compliance
- Document server infrastructure changes
- Monitor server backup and recovery jobs
- Translate user and/or systems requirements into functional technical specifications
- Write and maintain detailed systems documentation
- Make recommendations for systems operations, enhancements, and process improvement
- Network maintenance and troubleshooting
- Applies lean tools and thinking to identify and eliminate waste
- Follows and applies standard work and work instructions

Requirements:

- Bachelor's Degree or equivalent Dot Foods experience required
- Ability to lift boxes up to 50 pounds
- Strong analytical thinking and problem solving ability
- Strong customer service orientation
- Ability to work as part of a team
- Excellent written and verbal communication skills
- Strong interpersonal skills in working with all departments
- Diagnostic and Troubleshooting skills
- Ability to multitask and work well under pressure
- Ability to travel without restriction by all modes of transportation, including car, plane or train for meetings and training.

Qualified candidates must apply online at www.dotfoods.com/careers

Job Order #12069723

Associate District Sales Manager

As an associate district sales manager (ADSM), you will absorb company knowledge, understand the food supply chain and enhance professional sales skills. The associate development program length varies based on your current level of experience but is a minimum of six months. Your goal is to be promoted to a Dot Foods district sales manager (DSM).

A Day in the Life of an Associate District Sales Manager

Professional Development

- Shadow current DSMs and other positions including warehouse, transportation, customer service and replenishment to gain first-hand experience
- Participate in group training sessions to learn various DSM techniques and functions
- Engage in multiple role play scenarios to sharpen skills and demonstrate professional growth to management
- Master Dot's product line offering and other supply chain terminology
- Present on various training topics to other associates

Manufacturer Marketing Campaigns

- Execute marketing campaigns on behalf of manufacturer partners, including many of the most recognizable food brands in the world
- Build relationships and discover new ways to help grow their business through email and phone communication
- Track results, provide analysis and summation of activity, and present on results and next steps to a Dot business development manager and the manufacturer

Requirements

- Bachelor's degree
- Excellent professional communication skills (in person, on the phone, via email, presentation artistry, etc.)
- Solid time management and organizational skills
- Willingness to receive and implement constructive feedback from the small team of ADSMs
- Open minded, self-starter with inquisitive nature
- Proficient computer skills
- Flexibility to independently travel overnight and without restriction in any mode of transportation

The ideal candidate will have 1 - 3 years sales experience and a Business degree

Qualified candidates must apply online at www.dotfoods.com/careers