

Job Posting

Mailroom Assistant / Delivery Driver



Day Shift (7:00 am – 3:00 pm) 5 days per week

About Us

The Ovid Bell Press, Inc., of Fulton, MO, (www.ovidbell.com) is a full-service printing company of short-to-medium run periodicals, magazines, and journals. From digital files, printed page, to binding, labeling, packaging, co-mailing, or shipping; The Ovid Bell Press works hard to guide publications efficiently and successfully from submission to delivery. The OBP has been built on a strong foundation of honesty, integrity and printing excellence. We continue to operate with the same principles this company was founded on as a subsidiary of Walsworth Publishing, Co.

Position Description:

Current opening for a **Mailroom Assistant / Delivery Driver** on the **day shift** from 7:00 am – 3:00 pm, five (5) days a week with overtime paid after 37.5 hrs, if deliveries cannot be finished by end of shift.

Mailroom Assistant/Delivery Drivers must always adhere to all company policies and represent The OBP in a professional and ethical manner at all times. Will also back up the postal coordinator and distribution coordinator, provide data processing support to bindery, mailroom, and shipping operations, and will drive a box truck or company van to make deliveries in various locations in Missouri, Arkansas, Illinois, and Kansas as needed. Will help wrap skids and comply with government regulations related to mailing. Use computer programs to store, locate and retrieve specific documents, data, lists and other information as needed.

Responsibilities

- Read, understand, and follow all job specifications on job ticket
- Receive mailing list(s) from mail list processors and labels for skids
- Use Mail Manager to CASS-encode mailing list(s) and process through the USPS National Change of Address (NCOA) database
- Interact as required with coworkers and customers to answer postal related questions and to resolve any postal issues
- Strong knowledge of MS Excel and Word, BCC Mail Manager, Postal One, or similar software
- Print reports, labels or other documents as required while maintaining printing devices operable by applying necessary operator required maintenance
- Demonstrates basic knowledge of bindery/ mailing/ shipping
- Will wrap all mail and Farrington skids, load trucks with hand trucks and forklifts, and ensure that trucks are not overweight
- Order mailroom supplies of skids, postal service mail boxes, and postal bags
- Order trucks and schedule Fed Ex Freight, Estes, and Old Dominion pick-ups and deliveries
- Labels skids and stage for Postal Bulk Tech from Post Office to inspect
- Pick up mail from the Post Office on daily basis
- Run errands locally and nearby communities
- Accurately collects and records data for shipping documents and other forms required to see job completed
- Must follow all company policies and procedures as specified in the departmental SOP's and in the Employee Handbook
- Performs other duties as assigned

Requirements:

Already possess a valid Missouri Class D license and be at least 21 years old. Will need to acquire a Class E (Chauffeur license) and a Class B CDL license with air brake certification for interstate travel in the box truck (26,001 lbs.) and interstate travel in the company van (18,000 lbs.). Be able to pass a DOT Medical Exam. Knowledge in one of the leading mailing industry software product suites with good input and typing skills. Must be well organized, attention to detail, quality conscious, problem solving skills, and high level of accuracy. Excellent interpersonal skills, work as a team member, and ability to handle stressful situations. Excellent attendance record.

What We Offer:

Health Insurance (PPO or HDHP with an HSA that company contributes to, Dental, Vision), Company-paid Short-term/Long-Term Disability and Life & AD&D, Voluntary Supplemental Insurance, Company-paid contribution to HSA account, AFLAC, 401K, Birthday off with pay, Paid Vacation, Sick Days, Paid Holidays, Profit-Sharing, Overtime paid after 37.5 hours, and shift differential pay.

How to Apply

Please submit your resume to hr@ovidbell.com or by fax to 573-642-9383.

You may also fill out an application on-site between hours of 8-4, M-F at 1201 Bluff Street, Fulton, MO 65251.

Compensation is commensurate with experience and accompanies a competitive benefits package. *OBP is an equal opportunity/disability/veteran employer.*