

Employment Opportunity

Mail Services Coordinator & Receptionist

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is currently recruiting for a Mail Services Coordinator & Receptionist. This position is located in Sandersville, Georgia.

MAJOR DUTIES:

- Responsible for all aspects of mail services, call attendant position, receptionist, and cashier.
- As receptionist, greet visitors, monitor the visitor registration system, and lock front and back door entrances. Present and maintain a professional work area and appearance. Keep lobby and entrance areas neat, professional, and welcoming to visitors (i.e., employees, customers, applicants, vendors, etc.).
- As Call Attendant efficiently answer incoming calls and report any technical problems to the IS Help Desk. Coordinate scheduling of Main, Left, Right and Accounting Conference Rooms.
- Sort incoming and intra company mail in a timely and accurate manner. Weight, meter, and sort outgoing mail and deliver to the Post Office. Maintain up to date knowledge of postage rates and changes. Call A-1 Postage Meters and Shipping Systems for supplies and equipment troubles. Upload rate changes and postage thru Neopost online services. Call Neopost concerning meter rental.
- Provide administrative support to other areas as requested.
- As cashier, scan checks and distribute to various departments. Open incoming checks and make a copy of any that do not have a stub. Use remote access to send checks to Geo. D. Warthen Bank and BB&T Bank. Prepare bank deposit when needed and forward to appropriate persons.
- Prepare credit reference letters and direct pay tax forms as requested by Purchasing and Accounts Payable Departments.
- Mail Monthly Mining Royalty letters and Annual Minimum Royalty checks.
- Maintain artwork list on an annual basis.

SKILL REQUIREMENTS AND QUALIFICATIONS:

- Four-year college degree from an accredited institution is preferred
- Excellent communication skills (written and verbal), excellent telephone etiquette & attention to detail
- Good organization, prioritization, & problem-solving skills
- Proficiency with Microsoft Office Programs including Excel, Word, etc.
- Good knowledge and ability to use an Enterprise Resource Management System

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance. Qualified candidates should email a resume to careers@thielekaolin.com. Please note “Mail Services Coordinator & Receptionist” in the subject line.

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free workplace.