

### **Corporate Risk Management Administrator – Corporate Office – St Paul, MN**

What began in 1913 as a small manufacturer of pipe insulation has grown into the number one choice throughout the country for virtually all insulations and accessories from pipes to HVAC to roofing products. Headquartered in St. Paul, Minnesota, MacArthur Co.'s huge selection of best-in-class products and our strong dedication to customer service has helped us become the preferred reseller for contractors around the country – many of which have been our customers for multiple generations.

MacArthur Co. is an employee-owned company. So when you work for us, you're more than a staff member—you're an owner. Our highly-competitive employee stock ownership plan gives you a larger stake in your work and can help you retire in more comfort. MacArthur Co. offers competitive salaries and robust benefits packages, including: 401k, health and dental insurance and again our employee stock ownership plan.

#### **Job Description**

The Corporate Risk Management Administrator will be assisting the Corporate Safety Manager in Fleet, Safety, Insurance and DOT. This position will be responsible for multiple items under those topics in regards to filing, maintaining and communicating. This position will oversee the DOT compliance files for our truck drivers in the company. This position will work with other office personnel as well as with others at our branch locations across the country. The job responsibilities will change and expand as the job grows and knowledge is gained.

#### **Job Responsibilities**

- Filing paperwork
- Communicating with employees and outside vendors in regards to DOT, Fleet, Insurance and Safety
- Oversee Purchase orders for Fleet Trucks
- Oversee title & licensing applications in multiple states
- DOT compliance filing for truck drivers
  - o Maintain driver files for all branches
  - o Run Motor Vehicle Reports (MVR) annually and for new hires
  - o Maintain drivers in the Elog System & Fuel Card system
  - o Administer Driver random drug testing program

### **Job Qualifications**

- HS degree or GED
- Strong understanding in Microsoft Office (Excel, Word, Outlook)
- General computer knowledge
- Ability to maintain confidentiality and exercise extreme discretion
- Strong organization skills and ability to work under pressure; including prioritizing
- Excellent problem solving skills and high level of attention to detail and accuracy
- Ability to maintain professional working relationships with employees and teammates
- Reliable
- Effective communication skills (personal and over the phone)
- Dependable
- Organized
- Experience in DOT, Trucks, Insurance and Safety is helpful

### **Employment Type**

- Full Time

### **Benefits & Compensation**

- Paid Time Off (PTO) – New Hires start at 12 days per year
- Profit Sharing Stock Plan (ESOP) – Amounts to 10-20% of your Annual Pay
- 8 Paid Holidays Each Year
- Outstanding Benefits
- Great Medical Benefits – Health Partners Network and low premiums
- Free Dental
- 401k Investment Account – includes matching contributions
- Employer paid Life & Disability Insurance
- Competitive Pay

Check out the About Us section for Our Story to learn a little more about MacArthur Co.

<https://www.macarthurco.com/about-us/our-story>

**Please send resumes to Beth Erickson at [BErickson@MacArthurCo.com](mailto:BErickson@MacArthurCo.com)**