



Sample Job List Week March 21 - 25

This list is compiled from a variety of sources and is only a small representation of the open positions in our area. This list in no way endorses any of the employers listed but is simply to be used as a resource for those in job search. *

POSITIONS

Accounting Clerk (Entry-Level) BH Management, Inc. Des Moines, IA jobsradar.com

Essential Job Functions: Exhibits strong commitment to the service needs of the internal and external customer. Represents the company in a professional and courteous manner. Performs general accounting and clerical functions to support Staff Accountants and Accounting Team. Files on monthly capital reserve escrows with lenders. Maintains and sets-up vendor records within accounting software. Assists with gathering and submitting unclaimed property records for reporting. Maintains accounting records by making copies; filing documents. Assists with pulling of data for external auditors. Assists with analyzing payables to ensure general ledger balances are correct, transactions are classified properly and reported accurately. Other duties as assigned
Job Qualifications: 2-year degree in Accounting or Finance preferred Previous Accounting/General Ledger experience preferred Knowledge of standard accounting practices and procedures Microsoft Excel and Microsoft Office application skills required Strong interpersonal and communication skills Strong attention to details, planning, and time management skills Ability to work in a fast paced, deadline driven environment. Ability to work with a diverse group of people and customers Work Schedule: 8am-5pm, Monday-Friday, or as needed to meet business needs.

Customer Service Representative Exodus Direct, LLC Des Moines, IA

Full Time (40 hours/week) immediate hire, Tasks: Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. Pick up phone calls from all EXD customers and be able to answer customer inquiries via email Provide ETAs/tracking on existing orders. Provide ETAs on parts for potential orders. Cancel orders. Adjust orders. Respond to emails from all EXD customers. Provide pricing to customers from price file. Provide copies of invoices. Respond to open order emails every Monday (1-10 lines). Respond to open order emails .Send out weekly backorder reports. Other additional customer service tasks as needed. Technology used in this occupation: ERP software —Sage 100 basic which will be trained. Knowledge: Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This may include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology. Computers and Electronics — Knowledge of Microsoft Outlook and Microsoft Office Skills Active listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Speaking — talking to others to convey information effectively. Service Orientation — actively looking for ways to help people. Reading Comprehension — Understanding written sentences and paragraphs in work related documents Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Detail Oriented--- Attention to detail



Accounts Receivable Clerk/Adm. Asst. United Services - Grimes, IA www.indeed.com

Job Type: Full-time. Salary \$16.50 an hour this position will perform a wide range of office administrative duties including: Accounts receivable including invoicing, collections, balancing jobs to signed estimates. Handle customer inquiries regarding invoices and balances. Answer incoming call complete daily deposits Order office supplies File lien waivers and small claims Process master files and production file other administrative duties Required experience: Accounts Receivable: 4 years Required education: Associate Degree.

Inside Claims Adjuster, Centralized Property Nationwide Insurance - Des Moines, IA www.indeed.com

Hours are 11.30am-8.00pm and will include Saturday & Sunday, with 2 days off during the week. JOB SUMMARY: Investigates and resolves personal lines claims and supplements via telephone. Promotes and provides "On Your Side" customer service. Responsible for the handling of claims in accordance within prescribed authority and Best Claims Practices. MINIMUM JOB REQUIREMENTS: Education: Undergraduate degree or equivalent experience preferred. Licenses/Designations: State licensing where required. Successful completion of required/applicable claims certification training/classes. Experience: Preferred one to three years of related claims handling or construction experience. Experience in a customer service environment including flexible work schedule and extended hours preferred. Knowledge: General knowledge of insurance theory, practices, contracts, and their application. Familiarity with claims processing, claims systems, construction terminology, estimating practices, and Best Claims Practices preferred. Skills/Competencies: Proven ability to meet customer needs and provide exemplary service. Analytical skills necessary to make decisions and resolve conflicts, including: the correct application of coverage, the application of laws of jurisdiction during investigation, application of policy exclusions and exceptions, and management of all involved vendors. Ability to work in a fast-paced and team-based environment. Organizational skills to effectively prioritize and manage claims workloads. Demonstrated proficiency of written/verbal communication skills for contact and/or negotiations with policyholders, claimants, repairpersons, attorneys, agents, and the general public. Ability to efficiently operate personal computer and software for claims-related and other business applications.

Accounting Clerk II Homemakers US-IA-Des Moines www.indeed.com

Responsible for sales tax tracking within multiple states. Ability to be able to comprehend sales tax reporting. Analyze customer accounts for balance due. Write correspondence to customers. Explain account activity. Working knowledge of general accounting procedures. Ability to complete assigned projects with minimal supervision. Ability to work within a group. Good customer service when dealing with customers. Highly motivated. Provides feedback to management regarding efficiencies, safety, productivity, etc. Follow all operational and safety procedures. The above responsibilities and additional duties may vary as assigned. Specific qualifications for the role include: 2 year accounting degree or 4 years' experience. Knowledge of accounting processes Knowledge of sales tax processing. Attention to detail. Strong time management skills. Organized. Can work independently. Ability to multi-task. Working knowledge with accounting software and Excel. Working knowledge of credit card processing a plus. Office / Clerical Experience: Typing skills of 35 net wpm. Data Entry skills of 60 kpm

Claim Clerk CCMSI West Des Moines, IA www.indeed.com Job ID 2016-1462

Responsibilities: Match mail for assigned accounts. Follow up on bills. File claim mail and related documents. Set up designated claim files and complete all set up instructions, as requested. Back-Up for Receptionist Summarize correspondence and medical records in the claim log notes as wells as file it in the appropriate claim, as directed by claim staff. Retrieve closed files and re-file in storage. Maintain



claim files in storage. Photocopy claim documents, as needed. Return provider calls or other calls, as directed. Provide support to claim staff on client specific teams. Compliance with service commitments as established by the team. Performs other duties as assigned. Qualifications: Education and/or Experience High School diploma or equivalent required. Computer Skills: Proficient in Microsoft Office

JANITOR Goodwill industries of Iowa JOHNSTON, IA www.indeed.com Job ID 2016-1606

Goodwill is looking for a 2nd shift Janitor. This FT position will conduct cleaning of restrooms, offices, lobbies, and floors. The Janitor will check and restock restroom supplies, wash, scrub, dust and clean restroom fixtures, office furniture, equipment, walls, glass and/or windows. Will maintain outside grounds area by salting and sanding sidewalk areas as needed in inclement weather. Conduct cleaning and maintenance of sales floor, carpets, hard and resilient floors. Maintain highly used areas and perform miscellaneous duties as requested. Education/Experience High school diploma or its equivalent or a minimum of four (4) years of any combination of military service, high school or related full-time paid employment. This position will start between 2:00 PM and 3:00 PM and will require some flexibility.

Office Support Clerk Voya Financial Des Moines – IA www.indeed.com Full-Time 2-3 years of general office experience data entry and/or indexing experience ability to work well with a team in a fast paced environment strong communication skills detail oriented.

Food Service Worker Real Meals, llc - Des Moines, IA www.indeed.com \$10 an hour Hours 7 am-2 pm, Monday - Friday; Looking for High Energy personality to help in our fast moving cafeteria. Duties include food preparation & line service. Pay starts at \$10-\$12 per hour. Downtown Des Moines location. Please include a brief description of your work experience.

Kitchen Clerk Hy-Vee, Inc. - Ankeny, IA www.indeed.com Provides prompt, efficient and friendly customer service. Reviews and fills customer orders for the day. Handles food in a safe manner and ensures the work area is always clean and neat.

Food service team member Target, Des Moines, IA www.indeed.com job id 5613954

Qualifications: Maximize sales by producing the right menu items at the right time. Partner with Food Team members to keep menu items stocked. Rotate menu items as necessary for maximum freshness. Read and follow directions on labels, menus and recipes Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment.

Prep Person Perkins Des Moines, IA www.indeed.com Provides efficient service and food preparation according to company policies, procedures, programs and performance standards.

Customer Service/Sales Vector Marketing, Des Moines, IA www.DesMoinesHelpWanted.com No experience necessary – we train! Filling positions ASAP. - See more at: Customer service focused sales representative with Vector present Cutco to both new and existing customers on a low-key, one-on-one basis. We offer a minimum base pay so our reps don't feel pressured to make a sale - instead we ask them to focus on providing excellent service to our customers. As they excel, they have the opportunity to make more based on their results. Requirements Enjoy working with people At least 18 or high school graduate.

Administrative Assistant Part-Time Radiant Complexions Dermatology Des Moines, IA www.careerbuilder.com Job Description Job Requirements. We are looking for a friendly, professional,



outgoing individual who can help us provide a quality patient experience by greeting patients, assisting with paperwork, scheduling, payments and helping our medical providers with daily clerical administrative duties. Qualified candidates will be great with people and able to maintain confidential patient records. You must be comfortable on general PC office computer programs, have good time management skills and able to manage multiple front office tasks. English / Spanish bilingual skills are a plus.

Caregiver REM Iowa Des Moines, IA www.indeed.com

Caregiver (Job Number: 160004TZ) a Caregiver (Direct Support Professional/DSP), you'll carry out rewarding work, playing an integral and crucial role in the success of our organization. Based in community settings, DSPs provide assistance with daily activities such as meal preparation, personal hygiene, and medication administration. Caregivers may also facilitate community involvement by accompanying individuals on outings in the community or providing transportation to work or other activities. In addition, DSPs support therapeutic and behavioral plans in partnership with clinical staff to enhance the quality of life for those we support. Full time, part time and on-call positions are available. Evenings and Weekend shifts allow schedules to fit around school, other employment, or family commitments. Some overnight positions even allow you to sleep. Qualifications: What we require of you: High school diploma or equivalent. Must be minimum of 18 years of age. Valid driver's license in good standing required for most positions. Successful clearance of background checks. Family-oriented environment, casual dress, employee events. A chance to make a difference in people's lives on a daily basis. Paid training; Holiday pay

Office Services Assistant Merchants Bonding Company West Des Moines, IA www.indeed.com

Full-Time Preferred candidates will have a High School diploma or GED and 1-2 years of experience as a receptionist in an office setting.

CITY CARRIER ASSISTANT United States Postal Service Des Moines, IA www.indeed.com

\$16.06 an hour Job Posting 10012101 This job has an exam requirement. CCAs hold temporary appointments for periods not-to-exceed 360 days. Subsequent appointments after a 5 day break in service may be offered but are not guaranteed and should not be expected because the use of CCAs is discretionary and subject to business needs. DRIVING REQUIRED: Applicants must have a valid state driver's license, a safe driving record, and at least two years of unsupervised experience driving passenger cars or larger. The driving must have taken place in the U.S. or its possessions or territories or in U.S. military installations worldwide.

Shift Supervisor Trainee CVS Health Des Moines, IA www.indeed.com Req. ID: 407167BR

Essential Function: Work effectively with store management and store crews. Supervise the store's crew through assigning, directing and following up of all activities Effectively communicate information both to and from store management and crews Customer Service Assist customers with their questions, problems and complaints Promote CVS customer service culture. (Greet, offer help, and thank)Handle all customer relations issues in accordance with company policy and promote a positive shopping experience for all CVS customers Maintain customer/patient confidentiality Required Qualifications: Deductive reasoning ability, analytical skills and computer skills Advanced communication skills Ability to work a flexible schedule, including some early morning, overnight and weekend shifts, to work overtime as needed. Preferred Qualifications: Experience in retail Education: High school diploma or equivalent required.



Certified Pharmacy Technician Hy-Vee, Inc Des Moines, IA www.indeed.com

Education and Experience: High school diploma or equivalent. Certified as a licensed technician through a certified national program and maintains continuing education requirements to keep license active. Previous experience as a pharmacy technician or pharmacy clerk is preferred.

Customer Support Specialist Sentinel Development Solutions, Inc. - Des Moines, IA www.indeed.com

JOB RESPONSIBILITIES: Answer and route inbound calls appropriately. Processes customer requests received via phone and email, documents as appropriate, and responds effectively both verbally and through writing. Walk customers through common software configurations to maximize product functionality. Develop relationships with customers and partners. Escalate appropriate technical issues to programming/development departments. Other duties as assigned. **JOB QUALIFICATIONS:** High School Diploma required. Microsoft Office experience required. Six months customer service experience preferred. Must have exceptional people skills and a can-do attitude. Outstanding written and verbal communication skills to effectively interact with internal & external customers at all corporate levels. Excellent organizational and time-management skills to handle multiple tasks. Detail oriented to ensure accuracy. Should have above average problem solving skills to resolve customer service issues. Professional-level computer skills and the ability to learn and navigate through multiple systems without assistance.

EVS WORKER Marsden Bldg. Maintenance Des Moines, IA www.indeed.com Job Skills / Requirements GENERAL CLEANING, MOPPING, DUST MOPPING, VACUUMING, SPOT CLEANING GLASS, DUSTING, TRANSFERRING BEDS, CLEANING PATIENTS ROOMS, ETC

Manufacturing Maintenance Technician Dee Zee Inc - Des Moines, IA www.indeed.com

\$18 an hour Troubleshoots and repairs equipment malfunctions. Must be able to tear down, repair and reassemble equipment. (Shears, press brakes, punch presses, benders, strappers, etc.) Mechanical, electrical or welding skills are used as required. Performs preventive maintenance for equipment from work orders and logs completions. Performs maintenance to facility as required, i.e.: moving gratings, remodeling work area, installation of equipment, and basic fabrication. 2nd and 3rd Shift opportunities available with pay starting at \$18.00 per hour for qualified candidates. Job Type: Full-time Local candidates only: Required experience: Maintenance: 2 year Required education: High school or equivalent SCRUBS. This is a Full-Time position 2nd Shift.

Heating and Cooling HVAC Apprentice Service Legends, Des Moines, IA www.indeed.com

Summary of Position To obtain the knowledge and training to perform proper maintenance on heating and air conditioning systems that prevents systems from breaking down and provide safety and comfort for our clients. Communicate options to clients for maintenance, repairs, replacement and indoor air quality by following the communications process. Essential Job Requirements 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.. High School diploma or equivalent required Basic mechanical aptitude. Skill in performing routine manual labor. Basic computer skills. Excellent customer service skills. Ability to use various hand and power tools common to trade. Ability to learn through observation and hands on experience. Ability to follow routine vertical and written instructions. Ability to effectively communicate with team members and customers. Computer Skills: Must have basic computer skills. Language Skills: Ability to read, analyze, interpret, and implement ideas contained in technical documents, reports, regulations, etc.



Ability to assist staff, customers, and all who have inquiries in seeking information. Ability to establish and maintain effective working relationships with team members. Mathematical Skills: Ability to perform basic mathematical functions such as addition, subtractions, multiplication, division, percentages, decimals and fractions Special Position Requirement
Must be able to participate in the afterhours on-call service (rotational), requiring response to customer requests outside of normal business hours including weekends and holidays.

Maintenance Technician YES! Communities - Des Moines, IA www.indeed.com

Essential Functions: Clean vacant lots. Respond to resident service requests when applicable. Maintain the storage compound in a safe and organized manner. Maintain tools, the maintenance facility, and equipment. Coordinate new home delivery and set-up, and request any warranty or follow-up work with the Community Manager and manufacturers. Order supplies, tools and equipment (with Management approval). Maintain all utility facilities within the Community. Follow safety precautions. Complete all work in a timely manner, without sacrificing quality. Maintain professional behavior which does not interfere with the individual's work, the work of another Team Member, or the quality of life for Community Residents. Maintain community assets including grounds, buildings, equipment, pools, etc. Respond to emergency calls as directed by Supervisor. Additional duties as assigned by Supervisor and subject to change Local candidates only: Required experience: Property Maintenance 1 year. Required license or certification: Driver's License Required education: High school or equivalent

Concierge Regency Care Center Norwalk, IA jobs.alerted.org

The primary purpose of the Concierge is to enhance our Customer Service initiative by facilitating appropriate measures to address the patient's needs during their stay. The position also entails identifying patient/ family requests and utilizing appropriate steps to meet those needs. Requirements: Must be able to work in a fast paced environment, juggling many different tasks with a sense of urgency. Must be able to project a warm, friendly and sympathetic interest to all. Must possess the ability to deal tactfully with personnel, residents, family members and visitors. Must possess the ability to make independent decisions when circumstances warrant such action. Must be able to work at times under pressure and tension.

CUSTOMER SERVICE COACH Avadyne Health DES MOINES, IA desmoineshelpwanted.com

Contact Name: Melanie Scheuring. We are looking for candidates who: Not only have the ability to identify areas in need of improvement in relation to the employee's performance on customer service, but also report any opportunities to improve work processes Is able to use and promote the company's SMART training program to improve call handling have the ability to stay positive when communicating with a diverse group of consumers and employees is able to identify different personality & learning types to provide effective coaching enjoy motivating and encouraging others to be the best that they can behave a friendly and confident phone demeanor can think quickly and communicate credibly when interacting with both consumers and employees will embrace our patient experience business model in the resolution of patient accounts are self-motivated and enjoy working both independently and as a team The preferred Education, Experience, Knowledge, and Skills for this position are: excellent communication skills, both verbal and written excellent customer service skills ability to work multiple computer screens while working on other tasks high school diploma or GED, prefer some college work experience in collections/receivables or insurance preferred ability to work within a highly regulated environment excellent math skills including the ability to balance and reconcile figures basic PC skills including the ability to type and use a 10-key. We offer a competitive compensation and benefits package and are business casual. Our location is easily accessible from Interstate 35, off Douglas Ave. in



Urbandale.

Care Partner Kennybrook Village - Grimes, IA www.indeed.com

Full Time/Part Time/Weekends Qualifications: The Care Partner must be able to think, act and intervene independently in both routine and emergency situations. He/she must be self-motivated and function as an "in charge person". He/she must have a demonstrated ability to effectively communicate verbally, with the ability to read, write and understand English. Must have 1-2 years prior experience working with the elderly, preferably in a residential setting. Must be at least 18 years of age, with a high school degree or equivalent GED preferred. Previous experience in providing assistance with activities of daily living preferred. There are multiple shifts available (6 a.m.- 2 p.m. & 2 p.m.- 10 p.m.) during both the week and weekends. Required experience: Healthcare setting: 1 year Required education: High school or equivalent

Care Management Associate Aetna Urbandale, IA www.indeed.com Req# 32003BR. Full Time

POSITION SUMMARY Provide comprehensive healthcare management to facilitate delivery of appropriate quality healthcare, promote cost effective outcomes and improve program/operational efficiency involving clinical issues. Support comprehensive coordination of medical services including Care Team intake, screening and supporting the implementation of care plans to promote effective utilization of healthcare services. Promotes/supports quality effectiveness of Healthcare Services. BACKGROUND/EXPERIENCE desired: 2-4 years' experience as a medical assistant, office assistant. EDUCATION the level of education desired for candidates in this position is a High School diploma, G.E.D. or equivalent experience. TECHNOLOGY EXPERIENCES Technical - Desktop Tools/Microsoft Outlook/1-3 Years/End User Technical - Desktop Tools/Microsoft Word/1-3 Years/End User Technical - Desktop Tools/TE Microsoft Excel/1-3 Years/End User Proficient in Microsoft Outlook, Word and Excel Hospice Aide-Kavanagh House HCI Care Services and VNS of Iowa - Des Moines, IA www.indeed.com Qualifications: Meets the requirement for hospice aide qualifications under Medicare CoPs At least 1 year experience in nursing home or home health agency preferred Successful completion (80% within 2 attempts) of in-house competency testing Ability to successfully complete 12 hours on-going education annually Mandatory Reporter of Child and Dependent Adult abuse training certification (within 30 days of hire) Current Iowa driver's license and auto liability insurance To apply please visit the following link: <https://hcivns.clearcompany.com/careers/jobs/3790be7e-08e3-befe-0dc5-0c7a70d6463c/apply?source=348123-CS-13168>

RECEPTIONIST Catholic Health Initiatives Des Moines, IA www.indeed.com

Job Summary: Under direct supervision, Receptionist is responsible for performing a variety of general administrative support duties associated with the patient intake process and performs routine duties within the clinic Essential Duties: Perform patient check-in at the time of visit and completes all paperwork necessary to ensure the admitting process is efficient and all clinic and regulatory policies are in compliance. Answer phone calls and direct them appropriately. Schedule appointments according to office guideline. Obtain accurate patient and insurance information, collecting copays (TOS) and deductible amounts. Copy/scan patient access related hardcopy materials (e.g. ID, referrals, insurance cards, etc.) into the correct location in the electronic medical record. Prepare charts for patient appointments making sure all necessary information is complete. Conduct all functions associated with patient check-out including pricing services, collecting patient responsibility payments and scheduling follow-up appointments. Perform duties involving record filing and retrieval and assisting with the filing of registration documentation in electronic medical records. Confirm next day appointments and alerts patients as to what documentation is needed, including details associated with time-of-service payment. Follow up with patients regarding the Missed Appointment Policy and send out the appropriate



communications. Perform other duties as assigned

Team Member Jersey Mike's Subs Clive, IA www.indeed.com*PART-TIME OR FULL TIME*Job Requirements: Must be at least 16 years of age Must have an outgoing and energetic personality Time management and organization skills Enjoy a fast paced work environment Must have a strong work ethic and accountability Must be able to lift up to 50 lbs. Responsibilities to include: Talking/ joking/bantering with customers is not only encouraged, it's required. That's the Jersey Mike's way! Be knowledgeable about our history and enthusiastic about "Mike's Way "Creating a positive guest experience by delivering a high level of service Ensuring high food quality and customer/employee safety. Maintaining overall cleanliness of restaurant Deliver exceptional customer service to all customers who walk through our doors. Prepare and serve beverages and food items consistently by adhering to all recipe standards. Possibly open the store, close the store, prep work, cleanup, and adhering to guidelines at all times. Driver's license

A'la Carte Servers, Banquet Servers and Bartenders Des Moines Golf and Country Club West Des Moines, IA www.indeed.com. This position works typically 3-5 shifts a week, including weekends and nights. We offer flexible scheduling, benefits and one of the top hourly wages in town. Our restaurant is only open until 9:00 p.m. so no late night hours is a major plus!

PM Food Service Shift Lead Pita Pit Clive, IA www.indeed.comRequirementsExcellent customer service skills Dependable, reliable and willing to work Prior experience working at a fast food restaurant, and/or working as a manager/shift lead Must be 18 years old or older Must have a valid driver's license and own transportation.

Lunch Clerk Shuler Elementary Clive, IA www.indeed.com Salary: \$12.15/hr. (additional \$0.75 per hour for each Servsafe and SNA certifications) Hours: 6.5 hours/day (includes 1/2 hour unpaid lunch) 7:45am-2:15pm Desirable Position Criteria: High school graduation including courses in bookkeeping, accounting, and mathematics. Reasonable degree of proficiency in typing and computer knowledge. Demonstrates aptitude for successful performance of tasks. Be able to physically work in a standing position for prolonged periods and walk much of the time during the day. Able to work in warm and cold surroundings. Have manual dexterity to handle kitchen equipment. Able to lift materials weighing up to 30 pounds such alternatives to the above qualifications as the Board may find appropriate and acceptable. Performance Responsibilities: Collect and record prepayments for meals on a computerized system. Cashier at breakfast and lunch. Reconcile prepayments and meal receipts. Maintain accurate records for students and notify students, parents and staff of low and negative balances for meals. Maintain confidentiality of free and reduced records. Assist in preparing and serving foods. Help maintain service and commons areas. Assist with cleaning and storing of food. Practice safety precautions at all times. Is available to work on cleanup day. Perform all other duties as may from time to time be assigned by the Board.

Food Service Clerk Fresh Thyme Farmers Markets West Des Moines, IA www.indeed.com Essential Duties & Responsibilities Ensures cleanliness of food service cases, storage area, and work area for safety; includes cleaning of shelves and products, keeping floors free of liquid spills or water, removing hazardous debris from floor and sweeping Stocks food service cases; includes presentation of product, facing, filling, and organization of all product items as set by the Food Service Department schematics as well as ensuring tag and pricing accuracy. Examines the rotation of all food service products paying particular attention to expired stock and discarding outdated or spoiled items. Responds positively to customer's inquiries and assists customers with purchases, information and product selection; requires selling and cross selling of products. Receives, inspects, and logs products for



accuracy of shipment, temperature, and quality Monitors the point of purchase signs; ensures a variety of recipe cards, product coupons, promotional material, and information on complimentary foods. Requires operating and using equipment such as knives, scales, wrappers, compactors, garbage disposals, pallet jacks, and hand trucks. Prepares various food service items; includes using the appropriate ingredients and proper cooking times for product being made. Uses knowledge of scales and weight measures to accurately weigh and label products. Participates in pre-inventory preparation; includes back stock and assuring tags match products. Sustains a high level of product knowledge and product preparation. Walks department regularly to ensure an organized, sanitary, and overall clean appearance at all times. Other duties as assigned Education and Experience High school diploma or equivalency degree. Preferred 1 -2 years grocery retail experience in Food Service department processes and procedures. Previous experience in a natural foods industry is a plus.

Transportation Clerk Sysco Ankeny, IA www.monster.com Job ID: 18741-1 Full Time Employee his is an Operations position responsible for performing daily driver dispatch and driver relief tasks and assignments. RESPONSIBILITIES: Gather, organize and process driver daily paperwork, logs, manifest, vehicle inspection, etc. Set up backhaul appointments. Answer phones, route calls and take messages. Research short on truck that driver's call in. Respond to delivery associate issue and provide support for resolution. Perform all other tasks as assigned by supervision or management QUALIFICATIONS Basic Qualifications: High school diploma or General Education Development (GED) or equivalent Valid Driver License Preferred Qualifications: 2 years' distribution/transportation experience in a high volume, route delivery operation Experience in a union environment Professional Skills: Strong leadership, analytical and motivational skills Knowledge of D.O.T. regulations Strong written and verbal communication skills Knowledge of windows operating system and utilizing Excel and Word Knowledge of Manpower scheduling.

Parts / Warehouse Person Ziegler Cat Altoona, IA www.monster.com Ziegler Cat has an opening for a full-time Parts & Warehouse Person to serve our customers as well as ship and receive product. Responsibilities: Fills and prepares orders for shipment and to inventory Receives parts and backorder parts Performs counter sales and answers phones as necessary Helps manage bin and parts locations to verify inventory records Addresses any discrepancies in parts inventory Determines the proper mode of transportation for parts shipments Ensures workplace and warehouse are free of hazards Loads and unloads cargo, using forklifts Work collaboratively on a team Equipment/delivery driver, as needed Qualifications: High School Diploma or GED required Class A CDL required Experience driving tractor/trailer combinations Excellent driving record Ability to work 2nd shift Excellent customer service skills 2+ years warehouse experience preferred Highly motivated and hard worker Positive attitude and desire to work as a team player Basic computer skills Experience in heavy equipment, agriculture, or automotive a plus Minimum physical requirements:

Warehouse Worker I Interstate Batteries Urbandale, IA www.monster.com Responsibilities: Perform all warehouse jobs including: Receiving, Put-a-ways, Picking, Replenishments, Packing, Palletizing, and Shipping Ensures continuous process improvement Responsible for the physical custody and overall safeguarding of the inventory. Process inbound receiving of containers or full truck, truck pallet shipments, and small parcel shipments assist with deliveries Qualifications High school graduate and strong basic math skills Minimum 2 years' experience in warehouses operations, operating experience including RF equipment, forklift, power jack and shrink wrap machine preferably in battery warehouse environment Working knowledge of computers High degree of accuracy and attention to detail Advanced organizational skills Cooperative team like attitude Ability to work alone or in groups



large and small

Career Fairs and Events

Iowa Wild Career Fair

Iowa Workforce, DMACC and the Iowa Wild

Wednesday April 13th

2:30 – 5:00pm

Iowa Wild Hockey Game 7:00pm

Wells Fargo Arena

Career Fair Free to All, Register and receive a free ticket to the game

Iowa Job Honor Awards

Initiative aims to employ disadvantaged jobseekers by celebrating “A New Kind of Hero”

The Iowa Job Honor Awards is accepting nominations for its annual awards event, to be conducted June 14, 2016 in Sioux City. The awards celebrate Iowans who have overcome significant barriers to employment and the employers who hire them.

The Third Annual Iowa Job Honor Awards will be presented during the Iowa Association of Business and Industry’s annual Taking Care of Business Conference on June 14-16, 2016 in Sioux City, before an audience of several hundred Iowa business leaders.

Top employee honorees will bring home \$500 each, and winners in both the employee and employer categories will receive engraved awards. Biographical videos will be presented for all honorees. “Expect some deeply moving personal stories,” says Horn.

Nominations are invited through the organization’s website, www.JobHonor.org before the April 15, 2016 deadline. Videos of previous honorees can be viewed at the website.

Training Programs:

Transportation, Distribution and Logistics Academy

Central Iowa Works is looking forward to our next cohort of the Transportation, Distribution and Logistics Academy. This is a short term, comprehensive 7 week training for warehousing and logistics careers. Offered completely free to qualified applicants. Funding provided through Jobs for the Future and the Walmart Foundation. We are actively recruiting for the session that starts this spring. It is 7 weeks packed full of learning and exploring with a heavy emphasis of employer involvement and connections. If interested email Soneeta.soneeta@centraliowaworks.org or call 515-243-2130 to schedule an intake session. **Now taking applications for Cohort 5 which starts April 4th**