



Sample Job List Week March 7 - 11

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 Service Legends, Des Moines, IA www.servicelegends.com

Our accounting and administrative positions assist in data entry, accounts receivable, accounts payable, invoicing, purchasing, inventory cycle counts, report generating, part runs and debriefing of technicians. Minimal experience is needed; just bring an understanding of numbers, detail and a “whatever it takes” attitude.

Mail Handler Assistant USPS Des Moines, IA www.indeed.com

Salary \$13.38 Full-Time/Part-Time Meets aircraft and transports packages and freight to sort and heavyweight areas. Assists in ensuring aircraft, vehicles and containers are loaded/unloaded in a safe and efficient manner including dangerous goods, in accordance with proper packaging and freight handling techniques. Properly handles packages covered by regulatory requirements, such as handling live animals and perishable goods. Performs clerical functions which may require a knowledge of general business and office procedures including maintaining follow-up files, answering phones, assembling materials for reports and composing letters. Audits belly cards, container close-outs and bills of lading. Maintains radio communication with appropriate personnel, as required.

Clerk – Specialist State of Iowa Des Moines, IA www.sjobs.brassring.com

00018 CLERK-SPECIALIST \$30,700-\$45,052 Full-Time

This position performs support duties for the Iowa Board of Nursing. The position requires a high level of initiative, effort, and commitment in completing assignments efficiently and demonstrates responsible behavior with attention to detail. Duties and responsibilities include: Reconcile and balance all revenues received. Manage mandated continuing education audit process to ensure Iowa Administrative Code requirements are met for licensees. Process accounting documents on the I/3 financial eProcurement system. Process applications for special approval of continuing education. Filing and other duties as assigned. Competencies: Dependability, organization, honesty, flexibility, integrity, team player, communication skills, administrative skills, interpersonal skills, computer skills. Experience equal to three years of full-time clerical or closely related work.

Data Entry Specialist Seneca Companies Des Moines, IA www.indeed.com

Full Time Monthly monitor/audit and data entry of incoming compliance information relating to the underground storage tanks at fueling stations Maintain up to date information on all activities in compliance database and electronically file all correspondence, tests, inspections and other documentation. Communicate with state regulatory agencies, convenience store managers and client’s corporate staff. Responds to notices of violations and brings them to completion. Hire and track subcontractors with regard to compliance tasks. Responsible for management and organization of assigned projects with regard to timely completions, organization and coordination. Developing skills for autonomous project management. A minimum of 2 years in an administrative or data entry type role excellent verbal and written communication, organizational, and customer service skills. Associates degree required. Familiarity with databases and the Microsoft Suite of products is required. Ability to work alone and as part of a team



Operator South Dallas County Landfill Agency Adel, IA www.indeed.com
\$16 - \$18 an hour. Full Time Under limited supervision, operates equipment and participates in the site construction, waste disposal, and site and equipment maintenance activities at the landfill site. Responsibilities will include dirt excavation and the spreading, compacting, covering of solid waste as required by Federal and State regulations, the landfill operating permit, and the policies established by the SDCLA. Additional responsibilities include routine maintenance of equipment, buildings, site grounds, and the closed landfill areas. The work is performed year-round, under all weather conditions. This position reports directly to the SDCLA Director. Purchasing Buyer at EFCO

Purchasing Buyer EFCO Des Moines, IA <http://efcoforms.iapplicants.com>
This position, with management direction, evaluates and assists with selection of vendors for the purchase of materials, supplies and equipment used by EFCO Corp. General Knowledge and ability to negotiate best vendor terms, pricing and delivery based on scheduling requirements. Under general supervision, performs technical buying functions such as identifying sources of supply, preparing documents and reports. Demonstrates working knowledge of purchasing policies, processes and procedures. College degree or equivalent. Background in a manufacturing environment and experience in purchasing related field a plus. General knowledge of office practices, procedures, systems and related software to facilitate purchasing requests helpful. Excellent communication, problem solving, organizational, and PC skills are required. Must work well with people with the ability to plan in detail and consistently meet tight timelines. Must be a problem solver and demonstrate negotiating skills. Travel may be required.

Warehouse Case Picker Doll Distributing Des Moines, IA www.indeed.com \$14.00 - \$15.40 an hour PM Shift Schedule: Sunday – Thursday; Start Time 4:30pm (Night Shift), HS Diploma/GED Minimum 18 years of age previous order picking and pallet jack experience desired, but not necessary Steel-toed shoes Ability to move/lift up to 50 lbs. comfortably Ability to become forklift/pallet jack certified, if needed. Pre-employment drug screen, background check and physical/lift test required.

Driver/General Warehouse Polar Products Pleasant Hill, IA www.DesMoinesHelpWanted.com
Full Time \$12-\$13 per hour. Applicants will be required to have a valid driver's license and be able to provide a clean driving record. We are looking for candidates who have excellent customer service skills, are detail oriented, and are a team player. Delivery Driver, General Warehouse & Maintenance Pulling Customer Orders, Receiving Deliveries. Polar Products offers a variety of benefits which include: Paid Holidays, Paid Time Off, Medical, Dental, and Over Time Pay (50+ hours during peak season). Please apply online. Contact Name: Christa Cox

Outbound Selector at Sysco Des Moines, IA www.indeed.com
Full Time This is a warehouse position responsible for operating an electric pallet jack or forklift, selecting the correct products from warehouse racking, labeling product using SOS label technology, palletizing product as it is selected to build customer orders and delivering product to the dock in a safe and efficient manner. This position requires working 6:00 p.m. until end-of-shift until all product is accurately selected and loaded. Overtime hours and working weekends and holidays are required in order to successfully fill customers' orders. Job requires working in areas with temperature and humidity variations based on local weather conditions, and on selecting environment (Dry, Cooler, and Freezer). Maintain and safely operate all assigned equipment, including but not limited to pallet jack, SOS unit, and personal protective equipment. Perform pre- and post-trip inspections, and safely operate all mechanical equipment. Frequently lift product that weighs 1-75 pounds, up to 100 pounds; frequently



reach up to 72 inches; constantly bend and twist while operating a pallet jack and/or forklift, retrieving items from lower shelf areas. Shrink-wrap product on loading dock. Attend all required company meetings. Other duties may be assigned. Basic Qualifications: 18+ years of age. Pass pre-employment testing (Drug Screening, Background Check, and Physical Abilities Test). Preferred Qualifications: High school diploma or General Education Development (GED) or equivalent 3 months' warehouse experience 3 months' experience operating an electric pallet jack or forklift. Previous experience at Sysco or in foodservice industry Professional Skills: Able to meet or exceed minimum efficiency levels established through an engineered production standard. Able to work rapidly at a constant pace for the entire shift, in a fast-paced environment. Able to meet or exceed established cases per error goals. Develop a good working knowledge of product, placement, and inventory control techniques and procedures. Able to read, write, and communicate effectively as it relates to the job and to the safety regulations.

Early Morning Stocker PetSmart Clive, IA www.jobs.petsmart.com. Job ID: 1213347002-1213304874
Plays an essential role in getting merchandise out on the floor and available for our Pet Parents. May be trained to operate a forklift. Must be able to accurately stock merchandise while also helping Pet Parents find solutions to their needs. Assist in transporting purchases to vehicles, as needed.

Driver Windstar Lines Carroll, Cedar Rapids, Des Moines, or Dubuque, IA <http://www.jobsintrucks.com>
Full Time Minimum Education: High School / Depart time - Drivers must be willing to work a minimum of a 100 days a year Must be available most weekends (Friday - Saturday). Savings Plan 3-4% Company Match after 1 year Training provided regardless of experience Will assist getting a Class B CDL for the right candidate Must have a high understanding of safety and safe driving Great for retired or semi-retired individuals Must be customer service oriented and willing to go above and beyond Must be clean cut, well groomed, and accommodating personality

Packing Supervisor Capital City Fruit Norwalk, IA www.indeed.com
Production Supervisor will assist the Production Manager in overseeing the produce packing line. The Production Supervisor will compile orders and ensure that produce is ready for shipment. Supervise Packers to ensure productivity [and all related supervisory duties] Ensure packing line runs efficiently Monitor inventory of produce using custom software Monitor quality control of produce Make sure quality meets customer specifications Ensure that packing machines are in working order Assist packers as necessary, including the following duties: Weigh cartons on scale to insure proper weight of product Place cartons on pallets for shipment Assist dock workers as necessary Operate forklifts (following proper training) Operate electric and manual hand jacks (following proper training) Unload bulk produce or palletized produce from semi-trucks Load bulk produce or palletized produce onto trucks. 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. Supervisory Experience – 2 years [preferred] Education – College degree LANGUAGE SKILLS Ability to communicate bi-lingual in Spanish or Vietnamese language is a plus. Anticipated hours per week: 50 (Hours are cyclical based on product demand and overtime may be required)

Backroom Team Member Target Des Moines, IA www.jobs.target.com/job. Job id 5600525
Description: Keep merchandise organized and accessible. Work as part of a fast, fun and friendly Backroom team. Maintain a clean, great-looking store. Quickly and accurately respond to merchandise requests. Help drive sales by pulling merchandise quickly and accurately. Place items on shelves and



sales floor. Lift 40 pounds repetitively and assist with heavy merchandise. Move merchandise safely using the proper equipment. Use technology to read instructions and enter information. Work independently. Use excellent planning and organizational skills. Target merchandise discount. Competitive pay. Flexible scheduling. Qualifications: Help drive sales by pulling merchandise quickly and accurately. Place items on shelves and sales floor. Lift 40 pounds repetitively and assist with heavy merchandise. Move merchandise safely using the proper equipment. Use technology to read instructions and enter information. Work independently. Use excellent planning and organizational skills.

Equipment Tech (Job ID: 9678) Unity Point Urbandale UPHC Home Care Main Urbandale, www.unitypoint.org/desmoines/. Delivers and sets up or picks-up equipment from patient homes, hospitals and other health care facilities. Cleans, checks, troubleshoots, and performs minor repairs and maintenance on equipment related to job requirements. Assists in the provision of quality equipment and supplies to patients/clients in the most cost-effective manner. Fills liquid oxygen equipment and operates oxygen Trans filling equipment. Maintains a detailed audit trail of all equipment transactions that have been received, delivered or disposed. High School or Vocational School graduate or an equivalent combination of education and experience. Strong interpersonal skills. Ability to work as a collaborative team member. Read, speak and write fluent English and perform simple arithmetic computations. Ability to understand and apply guidelines, policies and procedures. Licensed driver in the state of residence with current operator's permit, commercial drivers' license certification with hazmat endorsement and automobile insurance in accordance with state and/or organizational requirements.

Machine Operator Iowa Spring Mfg. & Sales Adel, IA

1st shift Set up machines Follows shop floor order instructions regarding all processes Performs first piece and subsequent inspections to ensure product is within defined standards Identifies product that does not meet specifications and notifies supervision Tests spring initial and load Sets up and operate any or all of the following equipment to produce product within customer specifications CNC Machine Torsion Machine Extension Machine Mechanical/technical ability to read a tape measure and dial caliper measurements. One year manufacturing experience Benefit Package Medical, dental , short term, long term, life insurance, paid vacation, paid bonus time off, paid holidays & 401(K Candidates please apply in person at 2112 Greene St, Adel IA Must be able to pass pre-employment drug screen & criminal background check. Machine operator experience required: 1 year Required education: High school or equivalent.

Customer Service Specialist at Dart Des Moines, IA www.ridedart.com

Consistent work history. Excellent attendance record. Knowledge of Des Moines and surrounding area city streets, landmarks and related geography in the DART service areas. Knowledge of principles and practices of providing excellent customer service in a tactful and effective manner. Knowledge of Microsoft Office software such as word processing, spreadsheet and database. Knowledge of basic math skills and cash handling technique. Ability to read a city map and know directions. Ability to project a courteous, patient, helpful and positive attitude when dealing with customers. Ability to speak the English concisely and coherently using normal word order, and understand normal verbal conversation with or without corrective devices, in order to provide accurate, timely and courteous schedule and



general information to the public. Ability to demonstrate patience and tolerance in the provision of these services to the public. Ability to maintain attention to detail, often in stressful or adversary situations. Ability to learn additional software as needed for the functional area. Ability to perform basic math, accurately count money and make change, and accurately balance a cash drawer at the end of a shift. Ability to navigate 10-key functions.

Transaction Processor FT 1st Shift at Xerox Urbandale, IA <http://xerox.jobs/urbandale-ia>
REQUISITION ID: 16005673. Monday - Friday 7:00am - 3:30pm. Must be at least 18 years of age. Must have a GED or High School Diploma. Must be able to pass a background and drug screen. Looking for someone who possess excellent attention to detail, learns quickly and doesn't mind repetitive work. Provides administrative support to business operations by performing processing tasks such as data entry, scanning, mail sorting or similar activities. May perform one or more of the following duties: Performs data entry of material from source documents to a computer database. Transcribes routine pre-coded and identifiable alphanumeric data from source document and/or phone call into an automated system. Ensures accuracy and completeness data. Performs clerical tasks in the data entry function. Receives and distributes incoming mail and materials. All other duties as assigned.

Traffic Control at Bonnie's Barricades Des Moines, IA <http://jobs.ourcareerpages.com/job>. Minimum Years of Experience Required: Entry Level. Minimum Years of Education Required: High School/GED Salary Range: 11.00 PER Hour to 13.00 PER Hour. As one of our Drivers you will be responsible for setting up, managing and removing temporary traffic control devices for work zones. The job requires regular physical manual effort, regardless of weather conditions. Must be able to operate in a team environment and work closely with co-workers to ensure the safe management of work zones or events for all Bonnie's Barricade customers. Must be at least 18 years old Possess a valid driver's license and Clean Driving Record Ability to read, follow and comprehend road traffic diagrams, regulations and instructions in English Must demonstrate an ability to clearly communicate, by radio, in English able to work last minute, unplanned overtime. Lift up to 50 pounds frequently and 100 pounds occasionally. To work independently and as a teammate, work outdoors in extreme weather conditions in traffic for prolonged periods of time and to pass an IDOT physical and physical capacity profile.-

Dump Truck Driver at Hawkeye Paving Corporation Des Moines, IA www.indeed.com
Salary Range: \$15.00 to \$18.00 per hour - Depends on experience. Work hours: All Shifts - Some Saturdays will be required - Overtime is available Job Type: Permanent. Minimum Years of Experience Required 2 Years. Will be driving dump truck. Construction experience is a plus. Will be working at construction sites on city streets, highways and interstates in the city of Des Moines. Will be driving to and from job sites in all types of traffic hauling dirt, rock & debris. - Requirements: Class A-CDL or Class B-CDL License. Must have 2 yrs. experience in driving. Able and willing to labor. This will require the application to be able to: Stand for up to 8+ hours. Lift up to 75 lbs. Bend, kneel, and stoop must be able to work outside in all weather conditions. Occasional travel may be required. Current DOT medical card required. Drug screen and insurable driver license required for all positions Additional Skills Desired: Construction experience is a plus

Swing Driver at Waste Connections, Inc. Des Moines, IA www.indeed.com
We are looking for a safety conscious Local Swing Driver to join the team at our location in Des Moines, IA. In this position you will be operating a garbage truck on a specified route. Swing Driver routes will vary as this position typically covers for drivers that are on vacation or leave as well as any additional pickups added for the day. This is a very physical job working outside in all weather conditions. Monday-



Friday schedule with occasional Saturdays. Valid Class B CDL with air brakes endorsement as a minimum. Clean Driving Record.

Outbound Supervisor at Dohrn Transfer Company Des Moines, IA www.indeed.com

Full-time ESSENTIAL DUTIES Responsible for the loading and unloading of freight according to DOT requirements, using hand truck, dolly, forklift, or by hand Responsible for the sorting and securing of items in position on trailers according to DOT requirements, to prevent damage Daily process all paperwork and reports associated with the execution of the job Communicate with other terminals, central dispatch, the corporate office, and the next shift dock personnel to pass along pertinent information Supervise and motivate employees while leading by example Enforce Company policies and procedures Prioritize work load to ensure deadlines are met Assist with office clerical functions when needed Work in a safe, professional manner to reduce personal risks and risks to fellow employees Comply with Federal, State, and Company regulations Work in a positive, supportive, and cooperative way at all times Work flexible shifts based on operational needs Perform other duties as needed
MINIMUM REQUIREMENTS A minimum age of 18 Must pass a NON-Department of Transportation (DOT) physical examination and functional screen. Must consent to a pre-employment drug screen. Dohrn Transfer must receive a negative result. Must have the ability to read and write the English language and also perform simple mathematical calculations. Must be able to lift 50 lbs. on a frequent basis and 100+ lbs. on an infrequent basis. Must consent to a ten-year check on work history. Any gap of 30 days or more must be indicated and explained, and you may be asked to provide documentation. Discrepancies may prevent your application from being processed or withdrawal of the job offer. Fork-lift experience Basic computer skills Detail-oriented Supervisory experience preferred Problem solver, self-motivated Ability to work in a team as well as individually excellent attendance
WORKING CONDITIONS/PHYSICAL DEMANDS Must have the ability to work in a fast-paced environment. Common material handling tools will be used: forklifts, carts, dollies, banding machines, shrink wrap tubes, pallet jacks, and tow motors. Standing, walking, pushing, pulling, twisting, carrying, bending, reaching, and lifting both above and below waist level will be required. Heavy lifting will be required. May be exposed to extreme hot or cold temperatures and dusty conditions in the dock environment. LTL Transportation Experience preferred: 1 year

Machine Operator at Coin Wrap Inc. Des Moines, IA

www.coinwrap.mua.hrdepartment.com/hr/ats/Posting/view/211/0. Full-time \$13.00, First Shift 6:00am-2:00pm, High School or Equivalent. Benefits available after 90 days to include medical, dental, vision, paid time off and short-term disability. This entry-level position completes all aspects of processing coin, i.e. roll cracking, coin wrapping, coin sorting, coin verifying, and specialty processing. This position is held to a daily production quota standard. Must be at least 18 years of age to perform this job.
ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (Note: other duties may be assigned): Manually load machinery with loose product (coin). Monitor machinery functions and repair as directed. Package and audit finished product for quality and accuracy. Fold, inspect, seal (glue) and stamp boxes for finished product packaging. Load and replenish production supplies including paper, boxes, glue, etc. Document production activity. Clean and maintain equipment and work area. Maintain inventory control. Adhere to established safety and security procedures and policies. Utilize company equipment (electric pallet jacks and forklifts) as directed in location. Other duties or special projects as required
KNOWLEDGE AND SKILL REQUIREMENTS include the following: Ability to meet physical demands of the position Ability to complete basic math (counting, addition, subtraction) and production paperwork. Aptitude and ability to learn and apply production, small machine repair and maintenance and/or warehouse work techniques
PHYSICAL DEMANDS and WORK ENVIRONMENT CONDITIONS include the



following: (This includes the physical aspects (walk, talk, sit, stand, touch, climb, lift, sight, etc.) of the position and the environment (normal office, warehouse, elevated, hazardous, potential exposures, etc.) that the position operates in).

Administrative Assistant Revolution Technologies Johnston, IA www.indeed.com Full Time,
Description: Performs a full range of administrative support duties of a confidential and challenging nature, typically in support of a unit or the head of a major function. * Facilitates work flow through a manager's office using organizational knowledge to determine how to handle incoming requests and assignments, including work going to and from other managers. May perform a variety of duties commensurate with this level, e.g., develop and maintain intranet web sites, assist with administration and negotiation of car programs, submit financial reports, assist with system and procedures definition, administer payroll; and may receive project work consistent with the skills and skill level found in the job's other work. Duties: Schedules meetings, coordinates travel arrangements, and maintains appointment calendars on behalf of department managers or supervisors; may coordinate meeting amenities (i.e. refreshments, etc.). Researches, resolves and responds to inquiries/concerns from internal and/or external customers. Escalates complex issues for resolution as appropriate. Gathers, creates, maintains and/or summarizes potentially sensitive or confidential data from various sources in order to complete reports and special projects and/or provide timely information to various customers. Distributes information as appropriate to department members or internal/external customers. May perform analysis of data and resolve discrepancies following prescribed procedures. Updates and maintains databases, systems applications or files to ensure accurate and current information is available for use by others. May develop and maintain more complex web sites with the assistance of basic web-publishing software applications. Receives and refers visitors and telephone callers within the department, which may require referring calls to different divisions, countries, or companies in multiple languages. May organize/maintain records of Supervisor's or others' projects and correspondence, following up on pending items; may facilitate/organize workflow through the supervisor's office, ensuring follow-up items are addressed. May create and maintain sensitive department records; uses data to prepare letters and memoranda at the direction of the supervisor or for supervisor's signature, and prepares documents for distribution. Conveys supervisor's instructions and requirements to others, and exchanges information with senior managers on the supervisor's behalf. Requirements: Getting new project resources on boarded : security requests, setting up consultants, access to SharePoint, adding to distribution list OM SharePoint site administration (grant access, update information, upload weekly status reports)/Managing and maintaining SharePoint website/Perform daily SharePoint security administration and issue resolution Update tracking spreadsheets with consultant hour Planning and coordinating the logistics of all training, meetings, workshops, desk moves and team events/requesting equipment for tea Creating and distributing meeting minutes, aiding in the communication of project status, and day-to-day tracking of issue resolution Providing assistance to the project team in the completion of administrative tasks contributing to the accomplishment of project goals and go-live date Assisting in the creation of project presentations and program communication materials Monitoring the program issues logs to drive resolution; escalate unresolved items to leadership Assisting with maintenance of the overall program plan/schedule MS-Office Applications Experience Track laptops and monitors assigned to consultants Ensure consultants do not experience noticeable downtime by helping resolve system issues quickly /maintain a trouble log to identify repeat problems and time lost Backup for Purchase Order Creation /work with IT managers regarding requirements and assist with invoice



inquiries Nice To Have: Skills in project management scheduling tools: MS Project Formulating and capturing program metrics Collecting and assembling program estimates into annual budgets, administering the program portfolio planning tools Assisting project managers with the setup, maintenance, and auditing of time reporting to ensure quality capture of program costs; proactively working to resolve monthly reporting gaps Monitoring program risk mitigation Dashboard updates and project updates/consolidating project status reports

Claims Customer Service Rep II Nationwide Insurance Des Moines, IA, www.indeed.com Job # 37366 Fulltime. JOB SUMMARY: Serving as first contact with Claims customers. Takes Notice of Loss from policyholders, claimants, and others. Makes claims referral decisions and verifies coverage. Answers questions and gives direction to policyholders, claimants and others. Utilizes computerized claims system(s) for information; takes manual loss reports as necessary. Answers claims inquiry calls, works purge desk, and/or handles commercial claims. Assists other claims service representatives with technical questions and non-standard calls. JOB RESPONSIBILITIES: Provides first line customer service contact for claims reporting activity. Utilizes claims call center best practices in all activities. Creates loss reports by securing information from policyholders, claimants, agents, and other parties. Establishes the claim master record by direct entry of claim data via computerized claim system. Takes manual loss reports as necessary Verifies coverage under various policies or policy provisions based on variances of state, jurisdiction and regulatory requirement. After taking notice of loss, makes direct assignments to inside or field claims adjustment personnel. In the absence of the supervisor, assigns claims of other claims service representatives within established guidelines and procedures. Refers claimants to preferred repair shops or schedules drive-in appointments as appropriate. Handles inquiries from policyholders, claimants, and others appropriately. Establishes and maintains a follow-up system for completion of incomplete claim reports. Proactively contacts policyholders/claimants for additional information to expedite proper handling of claims. Maintains, records and report information. Handles customer service complaint situations as appropriate, or provides information to escalate for resolution. Creates and maintains information screens. Inputs data into other personal computer-based software as required. Handles the duties of coverage verification with other appropriate functions for all state operations when circumstances do not allow a claim to be established on the system. This would include the verification of Assigned Risk as well as Voluntary policy information. Provides technical advice to claims service representatives on personal and commercial lines policy coverage in the absence of a supervisor. Performs other duties as assigned. JOB REQUIREMENTS: Education: High school studies. Post-high school studies or insurance industry coursework preferred. Experience: Claims Service Representative I experience and successful completion of formal and on-the-job training of 3-12 months. Knowledge: Extensive knowledge of the duties and responsibilities of the claims service representatives with proven performance as indicated in quality program results. Superior knowledge of claims processing system(s) and the claims reporting process as well as thorough knowledge of insurance coverage, policies and claims handling procedures Skills/Competencies: Ability to make decisions such as the application of coverage, assignments, and work priorities outstanding oral and written communication skills needed to effectively interact with the policyholders, claimants, agents and co-workers. Ability to efficiently operate personal computer and all related claims/business software. Some positions provide service primarily for customers speaking a language other than English. These positions may require skills specific to the language and culture, including bilingual skills. Accounting Administrative Assistant Raine Recruiting LLC - Windsor Heights, IA www.indeed.com. Full time \$18 an



hour: Required experience accounting: 5 years Required education: Associate Degree. This 40 hour per week position is responsible for overall front-office activities. General duties include providing clerical, bookkeeping, and general office support to the Administrative team, in a fast-paced environment. This position provides back-up for incoming telephone calls from customers and the general public and serves as an advocate for several forms of office technology on a daily basis.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: Process daily cash receipts with precision and accuracy. Apply debits and credits to the correct accounts. Assist in maintaining the general ledger, weekly payroll, daily deposits and reconciling. Find discrepancies and errors on reports and make the proper corrections. Manage the reception area to ensure effective daily operations. Pick up, sort and process incoming mail daily miscellaneous errands, as assigned. Design, organize, document and implement standard office procedures; continually monitor for process improvement opportunities. Define, organize and communicate procedures for document retention, protection, and disposal of records. Provide contract administration support; assist in setting up new contract accounts. Provide technical support to staff, relative to Microsoft Office and Adobe products; point of contact for IT vendor; support and coordinate office and staff IT needs; new employee workspace set up and coordination. All other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Accounting knowledge. Prompt and dependable; demonstrated excellence in time-management. Attention to detail and problem-solving skills. Excellent verbal and written communication skills. Strong organizational and planning skills. Proficiency in MS Office, with emphasis on Excel. Valid/eligible Iowa Driver's License. **PREFERRED KNOWLEDGE, SKILLS & ABILITIES** Experience with Dynamics Great Plains. Associate of Arts Degree. Proven office management, administrative or assistant experience.

Document Imaging Processor - #219286 Principal Financial Des Moines, IA www.diversityjobs.com.

Responsibilities: include preparation of incoming mail or other documents, scanning, indexing, and properly storing documents for either long or short term retention. Position will be expected to organize and complete daily work goals and team project work. This position will ensure that all imaged documents adhere to CSD imaging/indexing quality standards. The Document Imaging Processor will follow departmental policies and procedures, training and best practices for use within the imaging environment. Requires high school diploma or equivalent. -College degree preferred.-Good oral and written communication, analytical, problem-solving, and basic math skills required. -Must have time-management, decision-making, planning and organizational skills as well as basic computer skills. -Must be able to maintain a high degree of accuracy. -Ability to maintain confidentiality. -Must be able to follow written and verbal procedures and instructions. -Good interpersonal skills and ability to work with a variety of people in a team atmosphere required. -Must be well organized and able to multi-task and manage to deadlines. -Must be detail oriented. -Must have PC experience with the ability to key 45 CWPM. Must have the ability to push/pull a four-wheel cart and lift up to 30 pounds.-May be required to work overtime/additional hours including weekends, holidays and rotation coverage on Saturdays.

Administrative Assistant Revolution Technologies Johnston, IA www.indeed.com. Full Time. Description: Performs a full range of administrative support duties of a confidential and challenging nature, typically in support of a unit or the head of a major function. * Facilitates work flow through a manager's office using organizational knowledge to determine how to handle incoming requests and assignments, including work going to and from other managers. May perform a variety of duties commensurate with this level, e.g., develop and maintain intranet web sites, assist with administration and negotiation of car



programs, submit financial reports, assist with system and procedures definition, administer payroll; and may receive project work consistent with the skills and skill level found in the job's other work. Duties: Schedules meetings, coordinates travel arrangements, and maintains appointment calendars on behalf of department managers or supervisors; may coordinate meeting amenities (i.e. refreshments, etc.). Researches, resolves and responds to inquiries/concerns from internal and/or external customers. Escalates complex issues for resolution as appropriate. Gathers, creates, maintains and/or summarizes potentially sensitive or confidential data from various sources in order to complete reports and special projects and/or provide timely information to various customers. Distributes information as appropriate to department members or internal/external customers. May perform analysis of data and resolve discrepancies following prescribed procedures. Updates and maintains databases, systems applications or files to ensure accurate and current information is available for use by others. May develop and maintain more complex web sites with the assistance of basic web-publishing software applications. Receives and refers visitors and telephone callers within the department, which may require referring calls to different divisions, countries, or companies in multiple languages. May organize/maintain records of Supervisor's or others' projects and correspondence, following up on pending items; may facilitate/organize workflow through the supervisor's office, ensuring follow-up items are addressed. May create and maintain sensitive department records; uses data to prepare letters and memoranda at the direction of the supervisor or for supervisor's signature, and prepares documents for distribution. Conveys supervisor's instructions and requirements to others, and exchanges information with senior managers on the supervisor's behalf. Requirements: Getting new project resources on boarded: security requests, setting up consultants, access to SharePoint, adding to distribution list. OM SharePoint site administration (grant access, update information, upload weekly status reports)/Managing and maintaining SharePoint website/Perform daily SharePoint security administration and issue resolution. Update tracking spreadsheets with consultant hour. Planning and coordinating the logistics of all training, meetings, workshops, desk moves and team events/requesting equipment for tea. Creating and distributing meeting minutes, aiding in the communication of project status, and day-to-day tracking of issue resolution. Providing assistance to the project team in the completion of administrative tasks contributing to the accomplishment of project goals and go-live date. Assisting in the creation of project presentations and program communication materials. Monitoring the program issues logs to drive resolution; escalate unresolved items to leadership. Assisting with maintenance of the overall program plan/schedule MS-Office Applications Experience. Track laptops and monitors assigned to consultants. Ensure consultants do not experience noticeable downtime by helping resolve system issues quickly /maintain a trouble log to identify repeat problems and time lost. Backup for Purchase Order Creation /work with IT managers regarding requirements and assist with invoice inquiries. Nice to Have: Skills in project management scheduling tools: MS Project. Formulating and capturing program metrics. Collecting and assembling program estimates into annual budgets, administering the program portfolio planning tools assisting project managers with the setup, maintenance, and auditing of time reporting to ensure quality capture of program costs; proactively working to resolve monthly reporting gaps. Monitoring program risk mitigation. Dashboard updates and project updates/consolidating project status reports. Required experience: MS Project: 1 year.

Customer Service Representative Cognizant Technology Solutions - Des Moines, IA www.indeed.com.

Description: Fielding inbound auto and home insurance calls from agents related to billing inquiries, policy questions and overall customer service Customer service reps will counsel customers/agents on



underwriting eligibility and policy coverage and/or options. Within established time frame, provide phone requested quotes to customers/agents for changes to existing lines or products. Upgrade coverage and sell new coverage/products to existing customers as appropriate. A customer service professional will review phone requested cancellations and reinstatement and make appropriate decisions to resolve. Resolve customer service related complaints and process complex customer calls, answer customer/agent policy and billing inquiries. Act as on-line billing systems and agency portal website expert to provide proactive agency support as well as assist co-workers in mastering these systems and sell their benefits to the agents. Accountable to build/maintain effective relationships with customers/agents. May provide agency and internal support on information input processes. Handle special projects/other related assignments as delegated by Team Manager. Required Skills: High School diploma or equivalent Customer service experience (face to face or phone). Basic math and analytical skills. Preferred skills: Prior insurance experience Call center experience 12 week training required with no time off. Potential hours are 6:00 am-10:00 pm Monday-Saturday. An 8 hour shift within this time frame. Pay Basis: hourly Vacation: 17 days Selected candidates will be hired as full-time employees and will receive an array of benefits including health insurance, 401K plan, Employee Stock Purchase Plan, paid vacation, ongoing training & development, life insurance coverage and relocation assistance in addition to unmatched opportunities for advancement Full-time Required experience: Customer Service experience (face to face or phone): 1 year Required education: High school or equivalent.

Teller/Member Service Representative Financial Plus Credit Union Des Moines, IA www.indeed.com
Full-time Financial Plus Credit Union is looking for a Teller/Member Service Representative to deliver the best service to our members. Previous teller experience a plus, but will train the right person. Must have good communication and customer service skills. Need to have experience with office equipment and PC. Excellent starting pay and full range of employee benefits, including 401k. Excellent locations with free parking.

Internet Tech Support Representative I Mediacom Communications Corporation West Des Moines, IA Reference # 046605af044f0871b8611946a9591bdd www.indeed.com General Responsibilities: Answer customer calls and provide a positive customer experience in a prompt and professional manner. Calls include selling Mediacom services, resolving billing concerns, troubleshooting service issues and scheduling service and installation appointments. Specific Responsibilities: Interact with customers by telephone, as well as e-mail, mail and fax. Answer customer inquiries and solve problems regarding billing, services, and products. Assess customer needs and interests in order to present Mediacom products and services. Utilize appropriate sales and retention guidelines to properly process customer requests to add or disconnect services. Exceed or maintain minimum sales, quality and productivity standards. Demonstrate courtesy and patience in customer relations. Troubleshoot basic service issues and schedule on site service calls when necessary. Receive and process customer payments. Preferred Skills/Experience: Entry level; 1-2 years prior work experience in customer facing or technical role preferred. High school diploma required, Associates/Bachelor's Degree preferred. Effective communication skills. Data entry and computer experience. Ability to work evenings, weekends and holidays. Ability to work overtime when needed. Ability to sit for extended periods of time.

Commercial Account Representative Mediacom Communications Des Moines, IA www.indeed.com. Job # 9283 Full time GENERAL RESPONSIBILITIES: Responsible for obtaining new Video, HSD, and Phone Business accounts as well as Commercial MDU accounts, and identifying all new development



complexes when they are built and become available. Obtaining and renewing ROE's (Right of Entries) in our MDU complexes and maintain good relations with existing MDU accounts as well as commercial business. SPECIFIC RESPONSIBILITIES: Meet/exceed monthly quota in Commercial Video, Data, and Phone sales as defined in quota document. Meet with multiple dwelling units, apartments, local businesses, colleges, hotels, etc. and secure contracts for all areas of service (cable, digital, internet, and phone). Enter and maintain all leads and accounts in SalesForce.com. Prepares and initiates proposals to new Business prospects. Ensures that accounts acquired receive the best possible customer service after the sale is made. Resolves any contractual concerns that might occur during the course of the service agreement. Compiles and examines all MDU account records to assure timely renegotiation to subscription rates. Utilize on a daily basis Salesforce.com for the management of leads through account deployment. Prepares and forwards various progress reports to the appropriate manager. Completes required documentation, reporting, and filing of service contracts. May be required to follow up on delinquent commercial accounts and assess commercial address serviceability. Maintains ongoing relationship with commercial customer. Other functions that may be assigned. PREFERRED EXPERIENCE/SKILLS: High School Diploma or equivalent. Good written and oral communications skills. Two years outside sales experience preferably business to business. Commercial telecommunications sales experience preferred. Computer literate. Ability to work in a fast-paced environment. Ability to work flexible hours, including evenings, weekends, holidays and overtime as required. Valid driver's license and satisfactory driving record required

Staff Generalist Passageway Part time - Des Moines, IA www.indeed.com Local candidates only Des Moines, IA. Required experience: Passageway successfully addresses the devastating impact of serious mental illness. We are a non-profit agency and an accredited clubhouse model located in Des Moines, Iowa. Members and staff work side by side together to operate employment, education, and wellness programs. They perform all activities, including advocacy, administrative support, building maintenance and food preparation that keeps the community going. Members hold jobs, graduate from schools, develop social networks and experience fewer hospitalizations and improved overall health because of their participation at Passageway. Position: Staff Generalist-Culinary Services. Reports to: Executive Director. Functions: Works side by side with members to complete all tasks in the unit. Assists members with accessing community resources. Actively participates in the Passageway community. Participates in assisting members with completing their employment and educational goals. Coordinates and develops projects to increase member involvement. Facilitates unit meetings. Qualifications: Bachelor's Degree preferred. Working knowledge of mental illness preferred. Experience with working with individuals with disabilities with employment preferred. Positive, energetic, creative and engaging personality Flexibility and the ability to work occasionally on evenings, weekends and holidays Excellent communications skills The ability to work effectively on a team. Valid driver's license. Working with individuals who are living with Mental Illness: 1 year.

Staff Generalist Culinary Services Passageway Full Time - Des Moines, IA www.indeed.com Local candidates only: Required experience: Working with individuals who are living with Mental Illness: 1 year Passageway Clubhouse successfully addresses the devastating impact of serious mental illness. We are a non-profit agency and an accredited clubhouse model located in Des Moines, Iowa. Members and staff work side by side together to operate employment, education, and wellness programs. They



perform all activities, including advocacy, administrative support, building maintenance and food preparation that keeps the community going. Members hold jobs, graduate from schools, develop social networks and experience fewer hospitalizations and improved overall health because of their participation at Passageway. Position: Staff Generalist-Culinary Services Reports to: Executive Director. Functions: Works side by side with members to complete all tasks in the unit. Assists members with accessing community resources actively participates in the Passageway community Participates in assisting members with completing their employment and educational goals. Coordinates and develops projects to increase member involvement Facilitates unit meetings. Qualifications: Bachelor's Degree preferred. Working knowledge of mental illness preferred. Experience with working with individuals with disabilities with employment preferred. Positive, energetic, creative and engaging personality. Flexibility and the ability to work occasionally on evenings, weekends and holidays. Excellent communications skills. The ability to work effectively on a team. Valid driver's license.

Prep Person Perkins Restaurants Des Moines, IA www.indeed.com Provides efficient service and food preparation according to company policies, procedures, programs and performance standards. Reports to work well groomed, in a clean and proper uniform, and practices good personal hygiene. Prepares food products for restaurant usage according to company standards. Follows proper receiving, storage, rotating, and food safety and sanitation procedures. Monitors and oversees food temperatures during hot and cold handling to reduce the incidence of risk factors known to cause food borne illness. Uses, maintains, and cleans food preparation surfaces, equipment, and storage areas. Anticipates, identifies and corrects system breakdowns to achieve maximum guest satisfaction. Communicates with the Manager on Duty or Kitchen Manager and coworkers regarding product/service deficiencies, equipment, safety problems, etc. Must have high level of mobility/flexibility. Must be able to work irregular hours under heavy stress/pressure during peak times. Must be able to communicate. Must lift and carry up to 50 pounds for distances up to 30 feet. Requires frequent reaching, bending, pushing and pulling. Exposure to heat, steam, smoke, cold and odors. Requires continual standing and walking. Repetitive cutting, scooping and slicing motions. SUPERVISION RECEIVED: Receives direction and training from the Kitchen Manager as to specific procedures and assignments. KNOWLEDGE AND SKILL REQUIRED: Basic skills such as sanitation, safety, and customer service can be taught through in-house training. Ability to manage time effectively.

Cook Perkins Restaurants Des Moines, IA www.indeed.com Prepares menu items according to company policies, procedures, programs, and performance standards. Performs all duties to maximize guest satisfaction and a quality work environment as directed Kitchen Manager or Manager on Duty. POSITION ACTIVITIES AND TASKS: Reports to work well groomed, in a clean and proper uniform, and at all times practices good personal hygiene. Uses, maintains, and cleans all kitchen line equipment, plus preparation and storage areas. Stocks and rotates products on cooking line. Has sufficient knowledge of cooking stations, menu items and prep procedures to ensure correct portioning, quality, cooking time and performance standards. Cooks and prepares menu items according to guest request within company standards and following food safety and sanitation procedures. Monitors and oversees food temperatures during hot and cold handling to reduce the incidence of risk factors known to cause food borne illness. Anticipates, identifies and corrects system breakdowns to achieve maximum guest satisfaction. Communicates with the Manager on Duty and coworkers regarding product/services deficiencies, equipment, safety problems, etc. PHYSICAL REQUIREMENTS: Continuous standing.



Exposure to heat, steam, smoke, cold. Reaching heights of approximately 6 feet and depth of 2 1/2 - 3 Ft. Must have high level of mobility/flexibility in space provided. Must be able to fit through openings 30" wide. Must be able to work irregular hours under heavy pressure/stress during busy times. Lifting up to 50 pounds for a distance up to 30 feet.

FT EVS WORKER Marsden Bldg. Maintenance, LLC - 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. MUST WEAR SCRUBS Screening Requirements: Criminal Background Check. This job reports to the AREA MANAGER. This is a Full-Time position 1st Shift. Relocation is not provided and travel is not required Benefits: Medical Insurance, Dental Insurance, Vision Insurance, Paid Vacation, Paid Holidays, Short Term Disability, Long Term Disability, 401K/403b Plan.

Floor Technician Diversified Maintenance Systems, LLC - Des Moines, IA www.indeed.com DUTIES/RESPONSIBILITIES: Receives work orders and schedules from supervisor. Drives van equipped with buffers and scrubber machines, tools, and supplies to work site. Buff, strip and wax floors to remove effects of dirt, soot and stains. Carpet extraction. Places fans in strategic room locations as needed and/or wet floor signs. Inspects completed floor care to ensure conformance to standards. This includes returning furniture and other items to their original location. Use of heavy cleaning equipment, such as, floor scrubbers, backpack vacuums and buffers. Other duties may be assigned, as required by scope of work or customer needs. Requirements: Must be 18 years of age or older. All applicants must be authorized to work in the United States. Background check required. Drug test (maybe) required. Bilingual is a plus. Must have reliable transportation required experience: wax experience, and carpet extraction: 3 years

Lead Floor Technician Diversified Maintenance Systems, LLC - Des Moines, IA www.indeed.com DUTIES/RESPONSIBILITIES: Assign duties and tasks to employees and inspect work for exactness, neatness, and conformance to specifications in order to assure customer satisfaction. Determine work procedures and prepare work schedules in order to assure account is maintained within budgeted contract hours. Conduct training for cleaning procedures and practices, etc. in accordance with the training skills checklist to assure employees can perform cleaning task in an efficient and safe manner. Prepare and/or review all required paperwork such as time sheets, accident reports, quality control reports, equipment and supply orders, etc. in order to assure that status of assigned account(s) is current. Analyze and resolve work problems, assist workers in solving work problems, initiate and implement plans to motivate workers. Performs other work related duties as assigned. Required experience: wax experience, and carpet extraction: 3 years

Room Attendant Embassy Suites Des Moines, IA www.DesMoinesHelpWanted.com Duties for this position include cleaning guest rooms, emptying trash, making beds, and other duties as necessary. This is a full time position, 9am - 5pm, days of the week will vary week to week, but weekends are included. Please apply in person at 101 E Locust or submit your resume to embassysuitesrecruitment@gmail.com. Applicants must be 18 years old and complete a drug and background screening. Contact Name: Christy Long

Shift Managers B-BOP'S Des Moines IA www.DesMoinesHelpWanted.com Friendly and hard working. At least 2 years fast food management experience. Flexible schedule. Integrity and honesty. Like to have



fun. Take pride in your work. A desire to be the best. Energetic and takes initiative. Learns quickly. Benefits: \$10 to \$12 per hour to start. Bonus opportunities. A 5 day work week. Paid vacation. Flexible hours. No breakfast hours. A great working environment. Paid weekly. Growth opportunities. Hands on training. Contact name: Robert D. Johnson

Claim Associate Cannon Cochran Management Services, Inc. West Des Moines, IA www.indeed.com
The Claim Associate Investigate and evaluate contested medical-only claims and handle mostly non-litigated indemnity cases under close supervision. This position may be used as a training position for consideration of promotion to a Claim Associate II / Claim Representative Trainee. Accountable for the quality of claim service as perceived by CCMSI clients and within Corporate Claim Standards.
Responsibilities: Investigate, evaluate and adjust medical only claims, contested medical-only claims and handle a maximum of 30 indemnity claims under direct supervision. Establish reserves and/or provide reserve recommendations within established authority levels under direct supervision. Set up designated claim files and complete all set up instructions, as requested. Set up independent medical exams as deemed necessary under direct supervision. Request and monitor medical treatment of designated claims in accordance with corporate claim standards. Review and approve related medical, legal, damage estimates and miscellaneous invoices on designated claims. Negotiate any disputed bills/invoices for resolution under direct supervision. As appropriate, make referrals to outside vendors on designated cases under direct supervision. (i.e., legal surveillance, case management, etc.) Effective and timely coordination of communication with clients, claimants and other appropriate parties throughout the claim adjustment process. Authorize and make payments on claims utilizing a claim payment program in accordance with industry standards and within established authority levels under direct supervision. Compute disability rates in accordance with state laws under direct supervision, when appropriate. Summarize all correspondence and medical records in claim log notes as well as file same in the appropriate claim. Review and maintain personal diary on claim system. Provide technical and clerical claims support to designated clients, as requested. Compliance with corporate claim standards and special client handling instructions as established. Will act as a back-up to designated adjusters when needed. Performs other duties as assigned. Qualifications: Education and/or Experience: Associate Degree or two year's related business experience. Medical terminology required. Typing, ten key skills, and math skills required. Excellent oral and written communication skills required. Ability to operate general office equipment and perform clerical duties. Professional manner and appearance required. Individual must be detail oriented and a self-starter with strong organizational abilities. Ability to coordinate and prioritize required. Flexibility, accuracy, initiative, and the ability to work with a minimum of direct supervision a must. Discretion and confidentiality required. Ability to work as a team member in a rapidly changing environment. Computer Skills: Proficient in Microsoft Office

IT Intern (Part-Time) DART Des Moines, IA www.dart.com The Information Systems Intern is responsible for providing daily maintenance, troubleshooting, repair, and support of DART's printers, laptops, PC's, and servers. The Information Systems Intern will provide direct service and support to DART end users. Additionally, system patching, software updates, project work, and scanning/document management will be a core portion of the Information Systems Intern duties. - Ability to provide exceptional customer service to assist staff in resolving issues regarding daily electronics usage. Ability to effectively prioritize and execute tasks in a high-pressure environment with constant interruption. Ability to think outside the box on complex issues requiring creative problem solving. Ability to plan, develop, document, test,



evaluate, implement, execute and trouble shoot new installations and problems encountered during daily operations. Ability to ensure confidentiality and integrity of company data. Ability to communicate clearly, concisely and effectively, both orally and in written form, to other members of the Agency, contractors and other various audiences. Ability to manage multiple technology vendors to ensure they are meeting our needs and expectations. Ability to plan and execute technology projects from initial conception through completion. Ability to conduct and direct research into IT issues and products as required. Minimum Education and/or Experience: Working towards an Associate's Degree from an accredited university or college with major coursework in Computer Science is helpful. A minimum of (3) three months of IT experience or equivalent formal training. Experience in a diverse Microsoft and VMWare environment helpful but not required. Technical Certifications and Project Management Certifications helpful but not required. Knowledge of: Beginner knowledge of server systems to include IIS, SQL 2000 through 2008, Exchange 2010 server, VMware, and Windows Software Update Services. Entry-level knowledge of networking skills including wireless, firewalls, routers, switches, and access points. Knowledge of Trapeze and transit software helpful. Knowledge of document management and scanning software helpful, manual dexterity.

Warehouse Associate ACME Tools Des Moines, IA www.workforcenow.adp.com Full Time Valid Driver's License with a clean driving record; strong computer skills and ability to learn new software; ability to lift 50 lbs., stand/walk for up to 10 hours, frequently push, pull, squat, bend, and reach, continuously climb and descend stairs safely; willing and able to work on powered equipment (e.g. forklift) Skills and Experience Preferred: Previous forklift experience; customer service skills Duties and Responsibilities: A Warehouse Associate at Acme Tools performs a variety of warehousing tasks in support of all sales distribution points while adhering to the company's safety, quality, and production standards. This individual will assist with unloading freight from trucks and trailers using manual and motorized equipment. Once freight has been unloaded, Warehouse Associates will compare goods received and packing slips to ensure order accuracy, inspect goods for any damage, notify their supervisor of discrepancies, and scan or enter product into inventory control system or related computer program

Career Fairs and Events

Financial Fitness Day

Evelyn K Davis Center for Working Families

Saturday March 12

10:00 – 3:00pm

The Financial Capability Network Financial Fitness Day. Career fair, resource fair, tax preparation, connecting with home ownership and leasing opportunities, credit report review, apply for public benefits, and also various workshops on money management and job readiness.

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**