



Sample Job List Week April 18 - April 22

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

Marketlink Des Moines, IA Full Time Call Center Representative Paid Sales Training starts 4/26/2016! www.smartrecruiters.com High School Diploma or G.E.D (If under 18, must be enrolled in a secondary education program).Must possess excellent communication skills (written, verbal and active listening).Must demonstrate the ability to multitask; must be able to listen, type and research information simultaneously – “think on your feet”. Computer skills in a Windows-based environment required. Must be flexible and able to quickly adapt to change. Must possess a high level of self-confidence, high energy level and positive attitude. Must demonstrate attention to detail and ability to follow instructions. Must be dependable (good attendance is a requirement) Previous sales experience preferred.

Customer Contact Center Representative COGNIZANT Des Moines, IA www.smartrecruiters.com Inbound call center for a large US based property and casualty company. Operations to be ran out of downtown Des Moines, IA Fielding auto and home insurance calls from agents related to billing inquires, policy questions and overall customer service Customer Service professionals are accountable to build/maintain effective relationships with customers/agents. Will provide customer service to customers/agents over the phone at a level that is consistent with the company quality and productivity goals. May counsel on coverage needs for existing customers and up-sell business where appropriate. Customer Service reps may provide quotes and issue new policies for existing lines/products.

Call Center Specialist Willis Auto Group Des Moines, IA www.jobdig.com Manage appointment schedules to maintain an adequate workload for all vehicle lines, including detail and accessories, based on assigned hours and appointment numbers, according the technician and advisor availability. Schedule service appointments and accurately describe the service needs in the appointment system software. Qualifications High School Diploma or equivalent required Previous experience working in multi-line call center preferred Working knowledge of Excel, Outlook and locating information on the Internet required Strong written and verbal communication skills required Ability to remain call during confrontation required Strong attention to detail.

Call Center Representative - Sales Associate Verizon Des Moines, IA www.jobblur.com must work in a fast-paced call center environment ensuring customer satisfaction and retention. Will identify concerns and recommend solutions.



Guest Service Co-worker Tobacco Outlet #519 Kwik Trip Inc Des Moines, IA www.indeed.com. Kwik Trip is seeking energetic, outgoing and positive people to make a difference in the communities we serve. Our Guest Service co-workers give the best guest service in clean, state of the art facilities. Great people skills Enjoy a fast paced work environment Ability to problem solve challenges and shift priorities quickly Desire to help others maintain a clean and inviting store.

Barista/Shift Supervisor Scooter's Coffee - Merle Hay Mall - Des Moines, IA www.indeed.com Perform shift opening and closing duties as assigned. Greet customers, take orders, prepare and serve beverages, as well as various sweet offerings, in accordance to established service standards (i.e. coffee, espresso drinks, blended coffees, teas, pastries). Clean, sanitize and maintain store. Ensure proper food handling procedures are followed. Stock and replenish food, beverages and utensils as needed. Ensure consistent product availability by keeping adequate inventory; communicate shortages as necessary. Efficiently serve customers by being knowledgeable of offerings. Assist with various administrative duties including ordering products, organizing stockroom, coordinating vendors, etc. Research and resolve quality and service complaints and/or issues. Receive, unload and distribute deliveries. Other duties as assigned.

Review Assistant II Telligen West Des Moines, IA Interprets review guidelines to facilitate forward movement of the case review process including requests for clinical information, treatment plans, discharge dates and communicating the authorization for requested services. Coordinates, distributes and tracks highly confidential medical information from multiple sources (fax, web, and phone). Interprets and adheres to URAC standards for assigned programs as well as federal and state requirements. Ensures quality customer service by responding to phone inquiries from members, physicians, and providers. Prioritizes workload to meet program or regulatory time frames. Provides verbal and written communications of review decisions to include administrative denials. Completes service/treatment screens for accurate transmission of outcome decision. Provides general office support and performs miscellaneous duties as assigned. High school diploma or equivalent. 2 years' experience working in a customer service or healthcare environment. Demonstrated ability working with confidential information and in a deadline driven environment. Excellent verbal and written communication skills and intermediate PC skills.

Corporate Administrative Assistant Heartland Co-op West Des Moines, IA www.indeed.com provides corporate office support as well as support for the CEO, Executive Management staff and corporate communications by performing the following duties. Responsible for all meeting planning, facilities and material preparation for the CEO and Management staff. Includes monthly board meetings, annual membership meeting, annual board planning conference and any special meetings scheduled by the CEO. Two year certificate from college or technical school; or two years related experience and/or training; or equivalent combination of education and experience strong knowledge of Microsoft Word, Excel and PowerPoint. Ability



to operate copying, mailing and fax equipment must maintain valid driver's license and commercial insurability at all times.

Inbound Customer Service Representative ER-Select - Ankeny, IA www.indeed.com will be responsible for routine inquiries and complaints from internal and external customers regarding financial products and services. Most work is done via phone which involves on-line researching and referring more difficult problems to senior reps. Must have attention to detail Multi-tasker Work on multiple computer screens Able to work well on own or on a small team Required experience: Customer Service, Retail: 1 year Required education: Associate degree.

Lot Attendant Billion Automotive Des Moines, IA www.indeed.com Move Cars around Lot. Assist keeping Lot Clean and Presentable. Wash Cars as Needed. Other Duties as Assigned. High School Diploma/GED. Valid driver's license.

Customer Service General Clerk Midwest Professional Staffing - Des Moines, IA Pay: \$10-\$12/hour Hours: Monday-Friday, 8a-5pm Responsibilities of the Customer Service General Clerk: Assist in processing annuity new business claims. Review, analyze and resolve annuity declines. Process new business applications. Resolve issues. Make follow up calls. Administrative tasks. Filing, recording and maintaining records Copying and posting transactions Other duties as assigned Requirements of the Customer Service General Clerk: Must pass a drug screen, background check and fingerprinting High school diploma required 1-3 years of business related experience Excellent customer service experience Proficient computer skills Ability to multi-task Diligent and dependable.

Floor Technician - Project Team Diversified Maintenance Systems, LLC - Des Moines, IA www.indeed.com 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: Floor wax and carpet extraction: 3 years.

Project Team Lead 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.

Tire Technician America's Tire Altoona, IA/ Urbandale, IA www.indeed.com Participates in training including Certified Satisfaction, Passport workflow process, safety, job duties and company policies.*Conducts basic maintenance and cleaning of showroom, service bays, equipment, storage areas, restrooms, breakroom, lobby, counter areas and outside grounds.*Provides helpful, friendly and responsive customer service while providing accurate and informative product, warranty, all-inclusive pricing, tire and wheel related information and recommendations to customers. Attends meetings and have the ability to communicate, if necessary, with all levels of Discount Tire employees, including part-time and full-time store employees, store managers, executives, regional and corporate employees

Cleaning Specialist Cintas Corp Des Moines, IA www.indeed.com Qualifications * A high school diploma or GED, preferred * A valid driver's license. * Previous customer service experience, preferably in an industrial or service industry, preferred * Previous experience working in a sales-related role, preferred.

Part-Time Evening Cleaning Midwest Janitorial Service, Inc. Ankeny, IA Sunday - Thursday 6:00 pm - 11:30 pm. \$10.00/hr. Positions will require general cleaning, sweeping, mopping. Additionally, restroom cleaning, windows and trash removal is required. Must be able to bend, twist, squat, lift 20lbs and be on feet for entire shift. High school or equivalent

Food Service Worker Healthcare Services Group, Inc. Norwalk, IA www.indeed.com We are hiring top kitchen talent! We are offering an aggressive sign on bonus paid out at 45 and 90 days! We are also offering referral bonuses as well as extremely competitive wages. If you want to come work for a company that values people and dedication - then you want to work for us! To apply come directly in to our nursing home at Norwalk Nursing and Rehab Center - our address is: 921 Sunset Dr Norwalk, Iowa 50211

Merchandisers The Scotts MiracleGro Company - Des Moines, IA www.indeed.com Time frame for this role is typically February through May/June. High school diploma or equivalent years of experience preferred Experience in retail, merchandising and/or stocking preferred must be able to lift, push and pull up to 45 lbs. on a regular basis Current, valid driver's license and reliable transportation Good reliability and attendance

Parts Driver and Parts Consultant DEERY BROTHERS CHEVROLET - Pleasant Hill, IA Parts Consultant. Deery Brothers Chevrolet is seeking a full time delivery driver and Parts Consultant. Automotive parts experience required.GM parts experience preferred*Must have excellent customer service and communication skills. Must be highly motivated and able to handle



multiple tasks. Will be expected to know all aspects of our parts department including shipping and receiving, parts counter, and delivery. Must pass a pre-employment background and drug test. Must have a valid driver's license. Required experience: Parts experience: 1 year

Paper Handler Gannett Publishing Services Des Moines, IA www.indeed.com

Responsible for the moving of newsprint rolls and the acceptance of other merchandise as received for the facility. Preparation of the rolls for various press runs and newsprint waste and/or recycling materials. Unload newsprint rolls and insert skids and other merchandise from trucks into the warehouse. Move newsprint rolls to press lay down area. Open newsprint rolls and strip off damage Clean and organize newsprint staging area, warehouse and waste paper area. Skid and compact various typed of waste newsprint (printed and unprinted) for recycling High school diploma or equivalent required. Previous warehouse experience preferred. Some computer skills necessary as the newsprint inventory and handling system is computer based.

Medical Billing Insurance Specialist I Early Out Services, Inc. - W Des Moines, IA

www.indeed.com Makes telephone and internet inquiries on accounts pending insurance reimbursement Locates, photo copies, faxes, and analyzes EOB's to determine appropriate reimbursement by insurance carriers Responds to all inquiries, billing denials, correspondence, and phone requests by phone, e-mail, or mail Involves the patient as allowable under contract. Maintains excellent rapport with the customer in this process. Timely and accurately analyzes and prepares insurance claims to be submitted to insurance carriers regarding responsible sections of accounts receivable Documents activity within client's patient accounting system and EOS systems Occasionally visits client sites to obtain EOBs or other information Works as a Patient Account Representative as needed High school diploma or general education degree (GED) One year experience in medical billing Keyboard skills, typing 40 WPM, accuracy implied.

Data Entry Specialist - 0416 Delta Dental Johnston, IA www.indeed.com Essential Functions and

Principal Accountabilities: Enter claims into the claim system efficiently and accurately, with the objective of meeting and exceeding established production and quality standards Key basic accounting information into the system and perform administrative accounting functions Maintain a highly organized document retention system (paper and/or scanned) Perform quality assurance checks on a rotating basis Work with leader on work flow coordination Provide backup coverage for reception desk Perform other duties as assigned Hiring Specifications: High school diploma or equivalent, with two years of insurance or finance related business experience Ability to operate a computer keyboard, mouse, and to handle other computer components 10,000 keystrokes per hour with 3% or less error rate in numeric and alphanumeric keying Basic knowledge of dental procedures and procedure codes preferred Experience with MS Office Suite Good written and verbal communication skills Excellent organizational skills and attention to detail Ability to work independently or as part of a team to achieve assigned tasks Dependability in attendance and punctuality

Billing Specialist Rehab Visions Des Moines, IA www.desmoineshelpwanted.com Billing:

Evaluation, processing, and handling of claims Act as a liaison between the organization,



insurance providers and agents Review claims to ensure billing requirements are met Update accounts, answer inquiries, and make recommendations for resolution Follow weekly and monthly billing schedules Reporting: Complete cash reconciliation, ledger verifications, denials and past due reporting Review patient statements and provide detail listing of past due accounts and explanation of current status Follow collection policy and procedure Raintree software knowledge/experience helpful but not require Cash management: Apply patient and insurance primary payments Applying of cash, write offs, denials, deductibles and bad debts Enter deposits daily.

Customer Service / Sales Vector Des Moines, IA www.desmoineshelpwanted.com they are entry level customer sales & service positions. Fun, laidback presentations with our customers, either face-to-face or over SKYPE. High quality products, easy-to-explain, and guaranteed forever (so our customers love them). No knocking on random doors or cold-calling involved. No lying and no pushy, aggressive tactics. - Schedules are 100% flexible: days, evenings, weekends, part time, SUPER part time, & more. If accepted, our local manager will sit down and work out a schedule that's best for you.

Clerk/Cashier CVS Health - Des Moines, IA 50313 www.monster.com Position Summary to ensure customer satisfaction by handling each customer with the eye's, HI's and help. To ensure each customer has a positive shopping experience and to remember that the customer is the top priority. Required Qualifications Must be at least 16 years of age.

PT Casual Mailroom Clerk Bankers Trust - Des Moines, IA 50301 www.monster.com Location: Downtown - Ruan Building Job #: 16042 Part Time below 20 hours/week Provide accurate and timely delivery of mail to employees. ESSENTIAL RESPONSIBILITIES: Sort mail, deliver mail/packages Operate postage machine Take building temperature Other duties as assigned EDUCATION/WORK EXPERIENCE: High school diploma or equivalent Previous mail room experience preferred REQUIRED SKILLS: Some knowledge of Personal Computers, Word, Excel, Typing Knowledge of Postal and Shipping regulations Part Time: Less than 20 hrs. Per wk. Work Hours: 11:00 a.m. to 3:00 p.m. Monday – Friday. 2:00 p.m. to 6:00 p.m. one Friday per month

Sales Clerk- Gift Shop- Mercy Medical Center PRN (Days/Evenings/Weekends) Catholic Health Initiatives - Des Moines, IA 50301 www.monstor.com Works in the Gift House & Flowers as a sales clerk. Assist customers in making selections. Executes proper procedure to complete the sale and keeps good records of the shift worked. High school diploma or GED preferred. Ability to perform simple mathematical problems and communicate effectively with customers.

Customer Service Representative (Mon.-Fri.) Nationwide Mutual Insurance Company Des Moines, IA Job ID 38438 www.careerbuilder.com Summary: Responsible for the servicing of multiple personal lines property/casualty insurance products via direct (inbound) telephone and/or internet contact with existing customers/agents in multiple states. Provides counseling regarding insurance needs and product availability. Processes related policy changes. Performs



outbound calls and follow-up work as required to service policyholder requests. **Work Hours: Monday - Friday from 8:00AM - 4:30PM. ** License Requirements: Property/Casualty License is required for this position, but this can be obtained during training. Handles incoming calls and/or e-mails from existing personal lines customers, agents, and/or 3rd part insurance according to best practices. May do outbound calls and follow-up work as required to process customer requests.

Customer Service Representative Two Men and a Truck Urbandale, IA Full Time
www.desmoineshelpwanted.com

Customer Service Reps Capital City Ind. Mktg Des Moines, IA www.desmoineshelpwanted.com
Full-time 9-5:30, Mon- Fri positions Must be able to learn quickly, as your job will include: - 2-line phone systems - Appointment setting - Greeting people - Taking orders - Basic filing - Faxing - Inner workings of the office –

Operations Clerk 2 (Wells Fargo Home Mortgage Cash Management Dept. \ Mail Team) West Des Moines, IA Job ID Number: 5200124 www.ziprecruiter.com Duties may include: Processing incoming and outgoing mail items Delivering mail items multiple times per day to various locations Researching items on various systems Collecting and scanning incoming data for tracking purposes Performing various data entry tasks Works under direct supervision following established procedure Required Qualifications 6+ months of experience in a production or general office environment Desired Qualifications Ability to navigate multiple computer systems, applications, and utilize search tools to find information Good communication skills Attention to detail and accuracy skills Solid problem solving skills Other Desired Qualification Mail room and/or operations clerk experience Strong critical thinking skills Working knowledge and experience with the following programs and/or systems: CWS (Correspondence Work Station), MSP and ICMP. Ability to lift items weighing approx. 25-50 lbs 10-key Proficient.

Medical Receptionist OB/GYN Associates of Des Moines, PLC is seeking a full time receptionist at our downtown clinic near Mercy Hospital. We offer a four day work week once training is completed. We are searching for a candidate that possesses great customer service skills and is able to multi-task. We prefer medical office experience. Benefits are available the first of the month following 30 days of employment. Friendly and fun environment!

Receiving Associate - Full Time SCHEELS Des Moines, IA Responsibilities Include: Unloads and unpacks shipping trucks Examines shipments, rejects damaged items, records shortages and overages Distributes items to appropriate areas within SCHEELS Efficiently handle incoming merchandise to assure correct counts Attach identification tags and prices Maintain orderly appearance of personal work space and surrounding areas Contribute to a work environment that fosters pride in being part of a winning team and promotes personal growth Education and Experience: Ideal candidate will have a minimum of a high school diploma, or general education



degree (GED), one to three months of related experience or training; or equivalent combination of education and experience.

Cleaning - Evenings & Weekends Midwest Janitorial Service, Inc Des Moines, IA Midwest Janitorial Service is looking to hire part time positions for evening, night and weekend cleaning. 2nd Shift Openings are anywhere from 10-25 hours per week. Work 1 - 5 days per week. Weekends: 5-10 hours a weekend. Start Times vary by facility required education: High school or equivalent.