



Sample Job List Week Aril 4 - April 8

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

Research/Remediation Rep 1 - #5198992 West Des Moines jobs@wellsfargo.com Duties include: Conducting intake to determine appropriate course of action Conducting investigative steps to fully identify the issues Researching product information, terms, conditions, contracts, etc. and resolving complex problems and inquiries Serves as intermediary between parties to resolve disputed matters, negotiates and enacts settlements accordingly Reconciles general ledger accounts to ensure balance Handles incoming correspondence in accordance with external and internal policies and procedures Generates and/or composes written correspondence as needed Reviews data and reports trends to management Duties may also include: account maintenance, report generation, project work and work direction**These positions will start on May 16, 2016** 1+ year of customer service experience. Desired Qualifications: Basic Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information Excellent verbal, written, and interpersonal communication skills Call center experience Ability to execute in a fast paced, high demand, environment while balancing multiple priorities Ability to write concisely and clearly Good attention to detail and accuracy skills Knowledge and understanding of credit card dispute resolution Knowledge and understanding of regulatory compliance requirements surrounding Regulation Z Outstanding problem solving and decision making skills Knowledge and understanding of credit card products, policies, and procedures. Working knowledge of DASH, CSS & Netsearch Customer service focused Demonstrated ability and desire to provide excellent customer service.

Entry Level Sales Representative Bankers Life Des Moines, IA ziprecruiter.com
Excellent communication skills Customer service or retail sales experience prospecting, networking and new business development. Sales Representatives will: Consult with individuals Sell life, health, or other personal lines of insurance Maintain client relationships.

Installer / Field Service Technician Must Love Dogs! Invisible Fence ® Brand – West Des Moines, IA DesMoinesHelpWanted.com • Valid driver's license with good record. Customer service and Light construction work experience. Great communication skills Enjoy working outdoors in all types of weather. Enjoy working with dogs and people. Pre-employment drug screen and background check, required. To learn more about our company, please click here: <http://www.invisiblefence.com> Apply Now in person at our office at 408 5th St west Des Moines, IA Monday & Thursday 8am-6pm, Tuesday & Wednesday 9am-4pm, Friday & Saturday 9am-Noon Contact Name: Paul Timm

Delivery Drivers needed. Des Moines Cityview dmcityview.com we are currently seeking contract route drivers to deliver Cityview and other publication to local stores and business. Contact Brent@dmcityview.com for more information.

Participant Services Rep Mercer US-IA-Urbandale www.linkedin.com
The purpose of this position is to support existing policyholders through answering telephone calls, responding to inquiries, fulfilling customer requests, and performing required administrative functions.



This position answers general questions and requires basic knowledge of position. Answers calls, performs research, processes customer requests, documents as appropriate, and responds both verbally and through writing. May also make outbound calls. Asks appropriate questions and serves as a resource of information when attempting to retain existing business. Enters all information related to the call for tracking and reporting purposes. Develops relationships with both internal and external customers. Elevates reoccurring issues to management. Qualifications High school diploma required and college degree preferred. Customer service 0-2 year's sale experience preferred 0-2 years customer service experience preferred. Excellent written and verbal communication skills to effectively interact with customers. Excellent organizational and time-management skills to handle multiple tasks. Detail oriented to ensure accuracy. Above average problem solving skills to resolve customer service issues. Basic computer skills and the ability to navigate through multiple systems without assistance. Appropriate license must be obtained if necessary for position. Core competencies include: Communicating with Impact Critical Thinking & Problem Solving Service Orientation.

Office Assistant- Center for Pain Medicine - Mercy Medical Center FT (Days)-2016-R0050992 www.indeed.com Qualifications: High school diploma or GED required. Previous secretarial/receptionist experience required; medical receptionist experience preferred. Medical terminology preferred. Insurance and pre-certification/referral knowledge preferred. Proof of completion of Mandatory Reporter abuse training specific to population served within three (3) months of hire. Ability to hear, speak and write fluent English. Must possess a pleasant voice and be able to communicate effectively by telephone. Additional Responsibilities: Demonstrates a commitment to service, organization values and professionalism through appropriate conduct and demeanor at all times. Adheres to and exhibits our core values: Maintains confidentiality and protects sensitive data at all times. Adheres to organizational and department specific safety standards and guidelines. Works collaboratively and supports efforts of team members. Demonstrates exceptional customer service and interacts effectively with physicians, patients, residents, visitors, staff and the broader health care community.

Administrative Assistant – Human Resources West Des Moines, IA www.indeed.com Must complete an online application, attach all required materials and apply for this position. This is a Civil Service Position. Responsible for providing oversight and administration to the application process; benefit enrollment and education; new hire orientation; and maintaining our HRIS system. This position requires a high school diploma or GED, 1-2 years of additional schooling, 3-5 years of related experience or equivalent combination of education and experience, and proficiency with PC's and computer software and applications. Prior experience in Human Resources preferred.

Office Assistant Part Time Afternoon Alliance Chiropractic Center - Des Moines, IA Responsibilities include greeting clients with a smile, clerical duties, scheduling appointments and assisting other team members. Please forward an up to date resume. We also require a cover letter specifying the following 4 items: 1. what hours you are available to work. 2. How many hours per week you are hoping to work. 3. Specific hourly wage expectations. 4. The best time of day to contact you for an interview.

Server Applebees West Des Moines, IA, www.indeed.com Third / Night SHIFT: Full Time Ref# 537921.

Host Applebees IA, West Des Moines, 6190 Mills Civic Pky Job number: 537919 www.indeed.com

Server Assistant Texas Roadhouse Urbandale (Johnston) - Johnston, IA www.indeed.com



Dishwasher Texas Roadhouse Urbandale (Johnston) - Johnston, IA www.indeed.com

Store Team Member Caribou Coffee Ankeny, IA www.indeed.com Job number: 537636 Required Experience: Restaurant, retail or guest service experience preferred. May require the ability to work early mornings, evenings, some holidays and/or weekends. Must be at least 16 years of age.

Fast Track DSM Associate Panera Bread Des Moines Metro Area, IA Job Tracking ID: 85402-180067 www.indeed.com

Customer Service Representative/Receptionist Choice Medical - Ames, IA MINIMUM QUALIFICATIONS: High School Diploma, or equivalent required Exceptional organizational skills and attention to detail Exceptional phone and customer service skills Prior administrative office experiences a plus, preferably in the healthcare field. Basic computer and software skills be able to lift 15-20lbs.

Financial Services Representative (Teller) University of Iowa Community Credit Union - West Des Moines, IA www.indeed.com Strong candidates will possess prior sales experience with a history of proven results, an unparalleled focus on delivering exceptional customer service, and have experience/be comfortable with computer systems/programs (MS Word, Excel, Outlook, and Windows). In addition, accuracy, attention to detail and multi-tasking abilities are a must. If you enjoy sales and service, possess an outgoing personality, and consider yourself a goal-oriented person this is your opportunity! Job Requirements/Expectations: Interpersonal skills to represent the Credit Union in a positive way during member contact. High energy with the ability to approach individuals and engage in a conversation to successfully win business and open accounts. Completion of the Service Blocks Program within designated deadlines. Accuracy in the handling of cash and recording daily transactions. Good oral communication skills and the ability to produce written communication. Ability to follow oral and written instructions. Good telephone manners and techniques. Ability to use and understand written material. Ability to work with minimal direction and exercise sound judgment. Ability to perform basic math calculations. Member account problem-solving skills. Proficiency with related computer applications, spreadsheets, word processing, and database applications. Ability to develop and maintain effective working relationships with co-workers. High school diploma or the equivalent (i.e. GED). Cash handling, sales, and customer service experience desired. Must be bondable. Reports to work punctually, works all scheduled hours, and works overtime as necessitated by business demand.

Mail Clerk - SS Nationwide Mutual Insurance Company Des Moines, IA Job # 37950 www.indeed.com
JOB SUMMARY: Under direct supervision, receives and sorts incoming and/or outgoing mail, including trackable packages for distribution to meet defined Service Level Agreements. Under direct supervision, routes and delivers mail by organization, department, location, floor, building or individual as instructed.
MINIMUM JOB REQUIREMENTS: Education: High school diploma or equivalent.
License/Certification/Designation: None. Experience: Six months of work experience. Knowledge: Knowledge of basic administration and clerical procedures.

Carpet Cleaner Technician Zerorez Des Moines - Clive, IA www.indeed.com Carpet Cleaner Technician Requirements: No experience required - entry level position with great earning potential Desire, motivation and positive attitude to succeed Able to work independently, while also contributing to a team Strong interpersonal and communication skills Sales or customer service experience preferred Current driver's license with good driving recordable to move and/or lift at least 50 lbs. Candidates must pass a drug test, motor vehicle record check, and background check.



HOUSEKEEPER-EVS/PSA-W (JOB ID: 10920) Methodist West Hospital www.indeed.com
Recruiting for a housekeeper to provide cleaning of rooms, carpets, and hard surface floors within the new Methodist West Hospital.

Maintenance / Housekeeping Pilot Flying J Des Moines, IA www.indeed.com
The maintenance staff is responsible for maintaining the store facilities to ensure they are clean, stocked, organized, and running properly. Some of the tasks in this position include maintaining all shelves and products, cleaning shower and restroom facilities, performing general repair/maintenance of the store, and contributing to the overall focus of offering customer service with a friendly smile. This role is essential to providing customers with well-maintained facilities and quality products. Weekly Pay.

General Laborer United Contractors, Inc. Des Moines, IA www.indeed.com Minimum Years of Experience: 1 year Minimum Education Required: High School/GED. We are currently expanding our business, and seek hardworking and dependable bridge construction laborers to join our company on bridge projects in the Des Moines, IA area. - Successful applicants should have a valid driver's license and be able to use hand tools, Seasonal (Summer Only)

Driver Part Time Des Moines Airport www.indeed.com Responsibilities Drive the vehicles from return location to cleaning/servicing location; leave vehicles positioned for best access by service agents, as directed by management. Drive serviced vehicles to ready line area and park for easy access by customers as directed by management. Deliver vehicles to other locations as directed by management, such as licensee locations, rail yard, auction sites, body shops, or other corporate locations. Move vehicles to different areas of the lot or facility as needed and directed by management. Answer customer questions or direct them to the appropriate person. Perform other service-related duties to ensure our products and services meet the needs of our customers. Management reserves the right to modify, change or delete assigned duties Qualifications Must be at least 18 years of age. High school diploma or GED required. Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years No drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI). Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Must be seeking Part-Time employment Must be willing to accept a starting wage of \$8.00 per hour Must be available for Seasonal work (30-40 hours per week) lasting a maximum of 150 days...and understand you will be ineligible for any positions at Enterprise for 6 months following the end of Seasonal employment. Morning shift - 6am-2pm OR Mid shift - 12pm-8pm OR Evening shift - 4pm-12am.

Duct Cleaning Technician Zerorez Des Moines - Clive, IA www.indeed.com Performs duct cleaning at residential locations. Communicates the basic air duct cleaning process to home-owners and new technicians. Demonstrates professional knowledge of all company products and services. Determines appropriate customer requirements. Accesses customer's heating and air conditioning unit in appropriate manner—for example: at times it may be necessary cut a hole in and perform repair of plenum. Wears personal protective equipment as required. Cleans and replaces registers. Responds to customer concerns in a timely and professional manner. Completes daily check-out/ check-in procedures, vehicle inspections and required departmental reporting. Core Competencies Willingness and ability to learn on-the-job and attend industry training seminars and classes for HVAC knowledge and NADCA Certifications. Previous experience in field service positions required; experience with air ducts and/or HVAC a plus, but not a requirement. Strong, independent decision making ability is crucial. Applicants must be reliable and customer service oriented. Requires some physical labor on a daily basis



in various weather conditions. Ability to lead and train a team of technicians.

Stock Crew Babies R Us (Job Number:61368) Toys R Us Clive, IA www.indeed.comThe hours for this shift are commonly early morning, however in certain locations or during holiday seasons, overnight shifts may be available. Qualifications Knowledge of shipping and receiving process in a Retail environment Ability to lift up to 25 pounds Ability to climb ladders, up to 12 feet Ability to multi task and prioritize projects.

Warehouse Generalist PDI 3rd shift Hy-Vee, Inc. Ankeny, IA **SKILLS AND ABILITIES REQUIRED TO PERFORM JOB:** Industrial forklift and pallet jack license required. Ability to read and speak English. General knowledge of standard warehousing procedures and training in RF loading, receiving, stock rotation and stock replenishment preferred. This position is considered a semi-skilled position. This is considered heavy lifting in nature according to the Department of Labor Weight Classifications. Frequent to constant standing, lifting, handling, stooping, walking, carrying, pulling, climbing, hearing, speaking, kneeling, seeing, pushing, bending, and reaching. Frequent to constant reading and matching accurately & quickly, motor coordination, & manual dexterity. **MINIMUM EXPERIENCE REQUIRED TO PERFORM JOB:** High school education or equivalent preferred. Minimum of 1 year previous warehouse experience preferred. Ability to perform at 100% of engineered standard.

Office Assistant New Vehicle Detailer / Cleaner DMV/Title Clerk Receptionist Des Moines RV Des Moines, IA desmoinesrv.com

Operations Management Trainee - Transportation and Logistics - (16003028) Careers@wm.com A. Education and Experience Education: Bachelor's Degree (accredited), or in lieu of degree, High School Diploma or GED (accredited) and 4 years of relevant work experience. Education Preferred: Bachelor's degree in Transportation, Business, Supply Change Management, Operations Management or Logistics. Experience: No prior work experience (in addition to education requirement). Certificates, Licenses, Registrations or Other Requirements Valid State Driver's License and good driving record. Other Knowledge, Skills or Abilities Required Must be proficient with the Microsoft Office suite of programs, specifically MS Excel, MS Word, and MS PowerPoint applications Must be willing to work various start times to include early morning hours (for example Must be able to ride in vehicle for up to 12 hours or sit at a desk for up to 12 hours per day Excellent verbal and written communications skills Must have exceptional time management and organizational skills in order to plan days, complete route analyses, make travel reservations, meet all reporting requirements and training arrangements Work Standards - Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed. Safety Awareness - Identifying and correcting conditions that affect employee safety and upholding safety standards. Managing Work (Includes Time Management) - Effectively managing one's time and resources to ensure that work is completed efficiently. Active Learning - Demonstrating zeal for new information, knowledge, and experiences, regularly seeking and capitalizing on learning opportunities; quickly assimilating and applying new information. Building Trust - Interacting with others in a way that gives them confidence in one's intentions and those of the organization. Applied Learning - Assimilating and applying new job-related information in a timely manner.

Full Time Merchandiser Kellogg Company Des Moines, IA www.indeed.com required: High School Diploma/GED Demonstrated superior customer service and verbal communication skills



Availability to work on Holidays and weekends Work an average of 40-45 hours per week on a regular basis required Familiar with using phone application technology in order to communicate and retrieve data, enter hours and communicate with manager on Company-provided cell phone Ability to conduct physical work, frequently lift 15lbs and occasionally up to 50lbs Valid driver's license, vehicle insurance, access to reliable transportation and motor vehicle history with 2 or less moving violations within the last 36 months Preferred: One year of merchandising experience preferred

Patient Access Rep Per Diem Mercy Hospital Conifer Des Moines, IA www.indeed.com

Part-time JOB SUMMARY Responsible for duties in support of departmental efficiencies which may include: but not limited to performing scheduling, registration, patient pre-admission and admission, reception and discharge functions. Must obtain complete and accurate patient demographic information. Patient Access representatives also must employ proper, compliant patient liability collection techniques before, during & after date of service. KNOWLEDGE, SKILLS, ABILITIES Minimum typing skills of 35 wpm Demonstrated working knowledge of PC/CRT/printer Knowledge of function and relationships within a hospital environment preferred Customer service skills and experience Ability to work in a fast paced environment Ability to receive and express detailed information through oral and written communications Understanding of Third Party Payor requirements preferred Understanding of Compliance standards preferred Must be able to perform essential job duties in at least two Patient Access service areas including ED. Uses proper negotiation techniques to professionally collect money owed by our Patients/Guarantors. Builds and maintains collaborative relationships with both internal and external Clients that lead to more effective communication and a higher level of productivity and accuracy. Must be able to appropriately interpret physician orders, medical terminology and insurance cards while maintaining Conifer Standards of Care. EDUCATION / EXPERIENCE Include minimum education, technical training, and/or experience preferred to perform the job.

Delivery Driver Sherwin-Williams Des Moines Commercial, IA #4340 BASIC QUALIFICATIONS: Must have the authorization to work in this country without visa sponsorship. Must be at least 18 years of age. Must have a valid driver's license, and an acceptable driving record from the State Bureau of Motor Vehicles and a valid medical card (if required). Must be available to work all scheduled hours, including evenings, weekends and holidays. MINIMUM QUALIFICATIONS: High school diploma or comparable certification (e.g. GED). Ability to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. frequently and up to 100 lbs. on occasion. May assist with handling drums of material in excess of 100 lbs. Ability to operate material handling equipment (e.g. hand truck, pallet jack, forklift, etc.). Ability to tint paint, therefore, must have good color perception. Ability to operate a computer and communicate via the telephone. PREFERRED QUALIFICATIONS: Experience in a delivery, retail sales or customer service position. GED required 0 – 1 year in a Customer Service role. 0 – 1 year administrative experience in medical facility, health insurance, or related area preferred some college coursework is preferred.

Claims Adjuster Trainee Progressive Clive, IA www.indeed.com As a Claims Adjuster, you'll put your customer service, problem solving, and organizational skills to good use. You'll gather details, investigate accidents, and manage the claims process. Determine liability (who's at fault for the damages) Interview customers, claimants, and witnesses Partner with appraisers/estimators to manage vehicle repairs Negotiate with customers and other insurance carriers Bachelor's degree or a combined total of 5 years of work experience and/or college education Work or educational experience must include: Making decisions Solving problems Planning, prioritizing and organizing Effectively communicating verbally and in writing Customer service



Receptionist Woodlands Creek Des Moines, IA www.indeed.com assist with filing and other duties as requested. Organize office functions and flow of communication. Edit written documents to ensure correct spelling and grammar. Maintain office supplies and identify needed supplies to supervisor. Collect all rent and service fees by designated date and ensure deposit in bank, as specified by supervisor. Maintain reservations for guest room. Excellent customer service skills Knowledge of or willingness and ability to learn computer programs used in this community Proficiency in keyboard and data entry skills and ability to use ten-key calculator (preferably by touch) Ability to perform mathematical calculations accurately and at a 12th grade level Organizational skills Effective problem-solving skills Experience or interest in working with older adults Cheerful personality and creativity Mature and friendly approach Reading, comprehension and writing ability at 12th grade level or higher

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 *DUE THIS WEEK*****

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.