



Sample Job List Week March 28 – April 1

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

Customer Service/Deliveries Home Depot Des Moines, IA www.joblur.com

Execute all steps of the order fulfillment process within the store. Scheduling/Prioritizing all deliveries for the store and communicating any availability and/or limitations to fellow Associates so that the best possible service is maintained by setting realistic expectations. Approaching and greeting Customers. Asking open-ended questions and expressing interest in projects in order to put the Customer at ease, determine the Customer's level of expertise and determine Customer needs. Answering questions about merchandise knowledge for the Customer's level of expertise. Leading Customers to merchandise that fits their needs Checking aisles to make sure inventory is stacked neatly and out of the way of Customers Pulling items from shelves and transporting to appropriate areas Gathering the product mix to fill orders in a timely manner Maneuvering large bundles of merchandise throughout store Creating space for delivery orders and will calls until they are moved out of the store

Customer Service Representative Williams-Sonoma Des Moines, IA www.joblur.com

Perform the duties and functions for catalog sales and customer service within the call center environment DUTIES & \$11.00 per hour. RESPONSIBILITIES: Process customer orders while communicating all essential elements of the sales script to ensure exemplary customer service and call quality. Extend specials to telephone customers Address customer questions and concerns regarding product and delivery information Cross sell for maximum customer/company benefit Tactfully negotiate and appease customers using a variety of methods established by Williams-Sonoma, Inc. guidelines · Check inventory database and issue replacements and/or credit customers for damages/defective merchandise. Perform other duties as assigned Wage: SKILLS/KNOWLEDGE: High School Diploma or GED Minimum of two (2) years previous sales and/or customer service experience is preferred Independent decision making and problem solving skills Possess strong interpersonal skills, superior oral communication skills and a professional phone manner * High-speed internet. Land Line Telephone. Quiet Workspace Ergonomically correct work station Computer with Windows 7 or 8.0 Intel Pentium 4 (dual-core) or AMD (dual-core) 3.5 GHz per core with 4GB RAM a keyboard, mouse, and monitor.

Customer Service Representative Aramark Des Moines, IA. www.joblur.com

We are currently seeking part time and full time Customer Service Representative Positions to work with our sales, service, production, and administrative departments to ensure the highest level of satisfaction to our customers. Responsibilities include: Providing prompt problem resolution within customer accounts Working over the phone with customers and keying information into the AS/400 database system Using good judgment and making independent decisions to assist customers based on company standards Preparing daily/weekly/monthly/quarterly reports Supporting the Management Team and Service Sales Representatives/Route Drivers to ensure high levels of customer satisfaction at all times Other tasks as assigned High School Diploma preferred Accurate typing and 10 keypad experience Computer skills including MS Word, MS Excel, MS PowerPoint, MS Outlook, Intranet/Internet, and AS/400 preferred Previous customer service or call center experience preferred Strong communication and organizational skills Availability to start within two weeks after offer made/accepted preferred.



Customer Service Representative BirdDog HR Des Moines, Iowa www.linkedin.com

Help customers set up and configure the BirdDog ATS to meet their business requirements. Answer questions from customers about the features and capabilities of the BirdDog software and services. Respond to customers via Twitter, Facebook, Email, Chat, and Phone. Help customers resolve technical issues with the BirdDog ATS. Document and communicate customer needs and wishes to our development team. Continuously evaluate and identify opportunities to drive process improvements that positively impact our customer experience.

Data Entry Clerk ER-Select - Des Moines, IA www.indeed.com

Full-time Compiling data into the system in a timely manner. Enters customer and account data by inputting alphabetic and numeric information on keyboard. Maintaining data entry requirements by following the correct techniques and procedures. Verifies information is correct by reviewing and correcting data. Purging files to eliminate duplication of data. Maintains operations by following policies and procedures; reporting needed changes. Protects operations by keeping information confidential. Organization, Typing, 10-key skills, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, Productive, Decision Making, Independence, Analyzing Information , and Following tasks. Required experience:-Data Entry, Processing: 1 year. Required education: Associate.

Receptionist/Administrative Assistant VATTEROTT COLLEGE Des Moines, IA The hours are Mon - Fri 8:00 - 5:00 and Saturday of weeks 9, 10, and 1. Duties, Responsibilities: Maintain accurate and complete sign-in/sign-out procedures. Promptly, accurately, professionally and courteously receives 100% of all telephone calls and visitors. Promptly, accurately, professionally and courteously assesses 100% of received calls/inquiries and directs and/or records and relay messages. Sign for deliveries when necessary and notifies recipients. Ensure break rooms are kept neat, clean and stocked with appropriate supplies. Ensure that common areas are equipped with office supplies as needed. Manage the campus's lobby area. Greet and direct all visitors, including vendors, in accordance with the policy and procedure. Assist other administrative staff with overflow work, including word processing, data entry and internet research tasks. Perform other duties as assigned by the Campus Director. Job Requirements: This position requires a High School diploma, plus 2-3 years of experience as a receptionist or entry-level administrative assistant. The position also requires personal computer skills (Microsoft Office, inclusive of Word, Excel, and Outlook), excellent spelling and grammar skills with the ability to communicate in a courteous, tactful and concise manner. Full-time Local candidates only: Required experience: receptionist or entry-level administrative assistant: 3 years Required education: High school or equivalent.

Assistant Community Manager Seldin Company West Des Moines, IA

Attributes and capabilities Experience in business management. Enthusiasm. Budget and financial analysis knowledge. Self-motivated. Team leader. Responsibilities: Responsible for conversion of all prospects to leases, resulting in maintained and increased occupancy, and the inherent responsibility to effectively communicate to existing residents and establish a successful renewal program. In absence of the Community Business Manager, supervise and schedule maintenance and on-site personnel. Responsible for weekly/monthly reports to include receiving and posting of rents, with additional responsibility to assist the Community Business Manager with the coordination of day-to-day activities of the development, in accordance with the standards established by Seldin Company. Assist in maintaining office clerical, filing and record keeping systems. Identify and strive to meet the resident's needs. Qualifications: One to two years related experience and/or training. Excellent communication skills. Attention to detail with high degree of accuracy. Ability to exercise judgment and problem solve.



Courtesy Clerk Hy-Vee, Inc Urbandale, IA www.indeed.com

Delicatessen Clerk Hy-Vee, Inc Urbandale, IA www.indeed.com

Italian Express Clerk Hy-Vee, Inc Urbandale, IA www.indeed.com

Produce Clerk Hy-Vee, Inc Urbandale, IA www.indeed.com

Meat Stock Clerk Hy-Vee, Inc. West Des Moines, IA www.indeed.com

Mail Clerk and Courier Canon Business Process Services - Johnston, IA www.indeed.com

Responsibilities include but will not be limited to: Mail handling, routing, pick-up and delivery activities Receive, sort, and deliver all incoming mail Wrap, seal, weigh, affix postage and dispatch all outgoing mail/packages in accordance with postal regulations Package and prepare outgoing overnight items to meet deadlines (i.e. Federal Express, UPS, etc.) Keeping detailed logs and spreadsheets Pick up and deliver mail, pouches, packages and other company material along established routes within designated time frames. Deliver packages to sites not included in established routes when requested. Record outgoing and incoming packages. Prepare outgoing deliveries for runs to assigned locations by designated times. Load/Unload items into vehicle by weight and size to prevent damage to items. Obtain legible signatures for items delivered. Maintain and drive vehicle in accordance with state and federal laws. Responsible for maintaining car in good condition through regular service checks and necessary repairs. Prepare monthly production and volume reports in order to measure productivity and prepare billing charges Qualifications: High School Diploma or equivalent 1-2 years mail room experience. US Postal Services knowledge Experienced with courier services (Fed-Ex / UPS & Others) Knowledge of Microsoft Office, including Excel, Outlook, Word Demonstrated ability to work collaboratively Strong communication skills Professional attitude and appearance Familiar with custom's rules and regulations for import and export of international shipments Previous messenger experience a plus. Basic vehicle maintenance skills preferred. Excellent driving skills and knowledge of area/directions valid motor vehicle license with an acceptable driving record required Capable to lift up to 50 pounds and push/pull heavy loads using material handling equipment Ability to follow all safety rules and regulations in the work place.

STORE CLERK Goodwill Industries of Central Iowa URBANDALE, IA. Job ID 2014-1320

Regular Full-Time \$9.50/hr. Hours include days, evenings, and weekends. The Store Clerk will receive donations from the public and maintain records of incoming goods and processed merchandise. The Store Clerk will also sort, clean, test, and price donations. The Store Clerk will assist with placing merchandise on the sales floor and with merchandise rotation. The Store Clerk will provide good customer service and respond to customer needs. The Store Clerk will operate a cash register. This includes balancing the cash drawer; practicing safe cash handling; and completing shift count reports, shift deposits, and drawer declares. Skills/Abilities Must have effective telephone skills. Desirable to have leadership or supervisory experience. Must be able to carry, lift, push or pull forty (40) pounds, communicate verbally and in writing and work with a variety of people in a pleasing manner, make change and should be flexible and able to adjust to unexpected or different situations. Must pass a criminal background check Education/Experience High school diploma or its equivalent or currently attending high school or GED classes, or a minimum of four (4) years of any of any combination of military service, high school, or related full-time paid employment.

Warehouse Associate/Clerk Capital City Fruit - Norwalk, IA www.indeed.com

ESSENTIAL DUTIES AND RESPONSIBILITIES courteously and accurately take, process and complete paperwork related to phone and/or in-person floor sales orders. Lead the daily start up/shut down procedure records. Answer incoming phone calls and greet customers. Enter orders in the



Edible/Computer system. Process payments and run batch data at the end of the day. Run monthly and any daily reports. Assist in accurately check customer order over before loading. Primary contact for charitable donations and order entry. Assist in maintaining department product displays. May assist in loading Floor Sales orders into vehicles of floor sales customers. May assist in keeping Keep #2 corner clean and organized. Dump any bad product. A hat or hairnet, smock and gloves are required to be worn when working with product. Required to clean work area- either before and/or after the shift; may involve scrubbing, moping, sweeping or other methods. Assist Floor Sales Supervisor with various tasks related to the Floor Sales process. Must follow Good Manufacturing Practices, Occupational Safety Procedure and all Food Safety guidelines related to the position or being on the Warehouse floor. Accurately Enter Customer Sales Orders in to computer software (AKA Edible) with quantity and price. Allocate Inventory Lots to customers' orders in the computer system Collect Payment from Customers for orders and enter Payment Details into computer system. Prep and coordinate employee take home program EDUCATION and/or Experiencing School Diploma At least 1 year of Customer Service experience – counter sales preferred. Experience in entering detail figures into a computer data base Basic knowledge of Microsoft products LANGUAGE SKILLS Ability to read and interpret sales orders in English and Spanish-Lingual preferred

Night Auditor/Front Desk Clerk Quality Inn Des Moines, IA www.indeed.com Quality Inn hiring for weekend Night Auditor and part time Front Desk Clerk. Required experience: Experience Preferred: 1 year.

Part Time Title Researcher Iowa Title Company - Adel, IA www.indeed.com

This is a part-time, 25-30 hour per week position located in our Adel, Iowa office. The ideal candidate will be well versed with standard computer programs including Microsoft Office Suite. Retrieve, setup, prepare, process and maintain files and documents Perform data entry Audit and review files to ensure accuracy Retrieve information and communicate by means of personal contact, phone contact or written correspondence to customers, sales associates or other contact. Maintain logs to track data Generate searches and reports Type, proof, package and distribute documents and files Perform copying, filing, general typing/word processing Bill for necessary fees Perform any additional responsibilities as requested or assigned. Minimum of high school diploma or the equivalent One to two years of clerical or administrative experience strongly preferred Ability to operate standard office equipment Knowledge of real estate, title and/or mortgage business helpful. Knowledge of legal descriptions helpful Strong personal computer and keying skills with a typing speed of 45-60 w.p.m. preferred Effective analytical and problem-solving skills Position may require the ability to handle a multi-line telephone system Position may require a valid driver's license with proof of clean driving record and ability to safely operate a motor vehicle Ability to prioritize and handle multiple tasks and projects concurrently under deadlines. Self-motivated and detail oriented Effective oral and written communication skills

Financial Research Clerk Disys - West Des Moines, IA www.indeed.com

\$14 an hour contract to hire basis. Description: Prepare and compile documentation Search for supporting documents, notes, invoices, legal paperwork, loan paperwork, etc. Scan and image documents Basic data entry of information on scanned images Route compiled information to the Processing team. Qualifications: Ability to work quickly and accurately Attention to detail Above average data entry and 10 key skills Highly motivated / self-starter Excellent verbal and written communication skill Required experience: Invoice Processing, Insurance, Claims, Mortgage, Loan, Banking, and Administrative: 1 year Required education: Bachelor's



PATIENT CARE TECH-ER-M Des Moines Methodist Hospital Des Moines, IA www.indeed.com (JOB ID: 10388) Responsibilities: Will first be responsible for all clerical and receptionist duties on the unit. Transcribes information and maintains patient records. Delivers and obtains information, specimens, and supplies within the medical center. Will cross train in Emergency Department patient care area to perform care and treatments to patients under supervision of an RN. Duties will also include mini registration of Emergency department patients and pre-registration of OB patients other information: HS diploma or equivalent. EMT B or minimum of 120hr CNA certification required, or completion of at least one clinical rotation of an accredited nursing program. Indicate on your application which CNA certification you possess (120 hr or 150hr) and/or that you have completed the appropriate nursing program clinical rotation. Applicants must be in good standing on the Iowa Direct Care Worker Registry. Indicate registry certification number on your application. Only applications with this information indicated will be considered. Dept of Labor Level III (Medium) Work. Candidates must successfully complete a post-offer, pre-employment strength and agility test at Medium Level of Work.

Customer Service Coordinator ITA Group - West Des Moines, IA www.indeed.com Job Type: Full-time Local candidates only: West Des Moines, IA Position Summary: The Customer Service Coordinator (CSC) staffs incoming toll-free numbers used by program participants. The CSC handles inbound/outbound calls from multiple clients involving participant questions, challenges and service needs and ensures all customer inquiries are handled efficiently and effectively. Hiring Requirements: Associates degree in Communications, Marketing, Business Administration or related field of study. Must be able to work Monday through Friday, 10:00 a.m. to 7:00 p.m... Two to three years of customer service experience required. Excellent problem-solving skills with the ability to think quickly. Strong oral and written communication skills. Effective organizational and time management skills. Professional demeanor with a strong work ethic & conscientiousness. Ability to utilize various Windows based software applications. Excellent interpersonal and communication skills with the ability to work effectively within a team environment. Ability to listen, understand and respond to external and internal customers' needs in a timely manner; customer service experience in a service-related industry preferred. Ability to work the time necessary to complete projects and/or meet deadlines

Care Data Reporting Coordinator ChildServe Des Moines, IA www.indeed.com Job Code: 3286 The Care Data Reporting Coordinator will develop and maintain a comprehensive care data management system and structure Education Requirements: Associates Experience Requirements Experience working with confidential information SQL Reporting Services report development (Visual Studio) experience required High level of proficiency in Microsoft Office programs, specifically Excel and Access Strong attention to detail Ability to understand business needs and translate them into technical specifications Knowledge of data and information governance principles Strong problem solving and analytical skills Minimum of Associates degree in business, IT, or related field Healthcare experience strongly preferred Basic understanding of ICD and CPT coding preferred.

Quality Assurance Analyst 1 Wells Fargo, West Des Moines, IA www.indeed.com Job ID Number: 5199685 Responsibilities include: Evaluating processes to ensure business standards are followed; performs ongoing quality reviews and input data into the system Ensures identified risks and/or problems are clearly documented and interacts with appropriate parties for timely resolution Act as a resource for team member questions. Provide training to new and existing team members, individually, as well as in a group setting Assist in maintaining positive energized work environment conducive to high performance Develop, implement and enhance policies, procedures, and training materials to assure compliance with investor/insurer regulations, maximize efficiency and minimize



monetary losses Maintain professional departmental working relationships through effective communication Act as the initial point of contact for escalated issues and follow through to resolution Miscellaneous duties or projects as assigned by management Required Qualifications 1+ year of experience in one or a combination of the following: quality assurance, financial services administration, loan documentation, loan servicing, or underwriting Desired Qualifications Basic Microsoft Office skills Excellent verbal, written, and interpersonal communication skills Strong analytical skills with high attention to detail and accurate Other Desired Qualifications Time management skills including organizing, prioritizing and completing multiple tasks in a high volume environment and within strict deadlines Ability to research and compile operational data via procedures, identifies best practices, and implements appropriate changes Self-motivated, dependable, and willing to take initiative Ability to relate with all levels of team and business partners Excellent mathematical skills Knowledge of agency, investor and insurer requirements and guidelines General understanding of other Mortgage Servicing areas Completion of secondary education

Customer Service Specialist Frito Lays Des Moines, IA www.indeed.com 18 years or older Pass the drug test and physical capabilities test (if applicable) Pass the background check regular, reliable, predictable attendance Drive to each store in personal vehicle Must possess a valid driver's license, proof of auto insurance and meet MVR requirements, all in accordance with appropriate Frito Lay fleet policies must work in all weather conditions Employees will follow any other instructions, and perform any other related duties, as may be required by their supervisor. Work safely and comply with all identified Frito Lay and store procedures, work rules and policies Available to work weekend and holiday hours High school graduate or GED equivalent preferred Ability to operate under minimal supervision (self-managed role) Prior Merchandising experience preferred (retail and/or grocery store environment) Accurately and timely report hours worked and mileage driven

HOSPICE AIDE - TAYLOR HOUSE Des Moines UPHC Taylor House (JOB ID: 10593) Responsibilities: Ensures quality and safe delivery of services to patients according to individualized care plan under the supervision of a Registered Nurse. Uses equipment and supplies safely, effectively, and efficiently Consistently utilizes a holistic approach considering physical, psych/social, spiritual, educational, safety and related criteria appropriate to the age of the patients served Possesses communication skills, including the ability to read, write, and verbally report clinical information to patients, caregivers, and other hospice staff. Recognizes the influence of personal, spiritual, and cultural values on perceptions regarding death and dying and their impact on quality of life. Other information: High School diploma or GED Completion of a Nursing Assistant Training Program of a minimum of 75 hours Current listing in good standing with the Iowa State Nurse Aide Registry. Minimum of 2 years' experience in a nursing facility or hospice. . Strong interpersonal skills.

Facilities & Maintenance Sticks Inc West Des Moines, IA www.indeed.com Sticks Art Studio is looking for a dedicated part-time employee to handle general building maintenance, cleaning, and preparation, set up and take down for special events. This position would be 20-24 hours/week, with some mandatory evening and weekend hours. Requirements: Responsibilities Summary: Maintains interior and exterior building appearance and cleanliness Maintaining building accessibility and appearance by picking up trash; removing ice and snow from walkways and parking lot; maintaining the lawn and surrounding landscape Removes trash by emptying trash containers; transporting materials to disposal area; recycling material Completes daily janitorial duties such as sanitizing, sweeping, mopping Completes equipment and building repairs by following manufacturer's instructions and maintenance procedures



Maintains safe working environment by complying with procedures, rules, and regulations Coordinates facility preparation for Sticks Events, including cleaning, set up, take down, staging and production related tasks

PT GENERAL CLEANER Marsden Bldg. Maintenance DES MOINES, IA www.indeed.com
Job Skills / Requirements GENERAL CLEANING, MOPPING, DUST MOPPING, VACUUMING, SPOT CLEANING GLASS, DUSTING, ETC.

Part-Time Day & Evening Cleaning Midwest Janitorial Service, Inc Ankeny, IA
www.indeed.com Day Shift: M-F 12:30 - 3:30 p.m Evening Shift: 15-25 hours a week.
Weekends: 5-10 hours a weekend. 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. Required education: High school or equivalent.

Housekeeping Motel 6 - Des Moines, IA We will be holding open interviews for our open housekeeping positions on Thursday March 31 from 10a-2p and Thursday April 7 from 10a-2p. **POSITIONSUMMARY:** The Housekeeper is required to clean the rooms and grounds of the property as assigned by the Head Housekeeper or other members of Management. The Housekeeper position is a member of the Clean Team. **MINIMUMQUALIFICATIONSANDREQUIREMENTS :**Basic reading and writing skills Basic communication skills Ability to work with minimal supervision and follow written and verbal work instructions Working safely is a condition of employment. Safety is everyone's responsibility. New hires must meet all Motel 6 / Studio 6's employment qualifications in place at the time of hiring

DMARC Full-Time Warehouse Associate - The purpose of this position is to assist the DMARC Food Pantry Network warehouse staff in managing the operations of the Food Pantry Network warehouse. This is a full-time 30+ hour position working primarily Monday-Friday during the hours of 8:00 a.m. - 4:30 p.m., with occasional need for evening or weekend hours. For more information, go to: <https://www.dmarcunited.org/about/join-our-team>.

Nutrition/General Worker/Cashier Waukee High School Waukee, IA www.indeed.com
\$11.80/hr. 7:30 a.m. - 2:00 p.m. (Includes 30 minute unpaid lunch break) Demonstrate aptitude for successful performance of tasks. Be able to physically work in a standing position for prolonged periods and walk much of the time during the day. Able to work in warm and cold surroundings. Have manual dexterity to handle all kitchen equipment. Able to lift materials weighing up to 30 pounds. Such alternatives to the above qualifications as the Board may find appropriate and acceptable. Assist in preparing foods; taste tests to check quality of product. May assist in setting up service areas. Assist with cleaning and storing of food, preparation, transporting and serving. Correctly portions and neatly serves food items. Clean lunchroom and kitchen after service. Is able to correctly operate all kitchen equipment such as dishwashers, slicers, mixers, ovens and all miscellaneous kitchen equipment. Practice safety precautions at all times. Is available to work on cleanup day. Perform all other duties as may from time to time be assigned by the Board.

Outbound Selector Warehouse Associate ABC Supply Company - Des Moines, IA www.indeed.com ABC Supply, the nation's largest distributor of exterior building products, is currently seeking a motivated, knowledgeable Warehouse Associate to join its success-driven team. Maintaining a clean and efficient warehouse Responding to calls from the sales floor in a timely and professional manner Completing pick ticket orders Unloading/receiving all OTR deliveries Pulling and staging orders for each company delivery



truck Performing rotating loading or unloading duties as assigned on a daily basis Providing excellent customer service Double checking all loads for accuracy and ensuring that they are thoroughly secured for delivery Operating forklifts safely and responsibly Treating all customers and coworkers in a helpful and professional manner Performing all duties safely. Specific qualifications include: Maintaining a clean and efficient warehouse Responding to calls from the sales floor in a timely and professional manner Completing pick ticket orders Unloading/receiving all OTR deliveries Pulling and staging orders for each company delivery truck Performing rotating loading or unloading duties as assigned on a daily basis Providing excellent customer service Double checking all loads for accuracy and ensuring that they are thoroughly secured for delivery Operating forklifts safely and responsibly Treating all customers and coworkers in a helpful and professional manner Performing all duties safely Superior attention to detail Good organizational skills Able to lift 75-100 pounds consistently Ability to stand, bend, twist, climb and reach throughout complete shift Forklift experience preferred (we will train if necessary) Exterior building product knowledge is a plus Warehouse Experience: 1 year

Customer Service Technician I (REQ2708) Universal Hospital Services Urbandale, IA www.indeed.com
The Customer Service Technician is responsible for delivery and equipment management tasks for a district office, including customer delivery and pick-up of medical equipment; processing, cleaning, inspecting and testing equipment; and inventory maintenance. 21 years of age or older, with high school diploma or equivalent. Prior work experience in hospital setting or customer service preferred. Basic computer skills. Willing to work flexible hours, including evenings, weekends and holidays, as well as emergency off-hours as required. Valid driver's license and potential for DOT certification. Able to lift and/or push 75 pounds. Able to stand and walk for long periods of time.

Ice Cream Maker Dairy Queen Grill & Chill - Waukee, IA www.indeed.com

\$9.25 an hour Assemble, and present completed treat orders, including stocking, cleaning and maintaining all customer areas in a clean, safe, pleasant manner and to all restaurant safety and health code standards.

Call Center Representative – Insurance Cognizant Des Moines, IA www.indeed.com Job Number (00017850352) Fielding inbound auto and home insurance calls from agents related to billing inquires, policy questions and overall customer service. Customer service reps will counsel customers/agents on underwriting eligibility and policy coverage and/or options. Within established timeframe, provide phone requested quotes to customers/agents for changes to Upgrade coverage and sell new coverage/products to existing customers as appropriate. A customer service professional will review phone requested cancellations and reinstatements 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.

Human Resources Assistant Advance Services, Inc. Des Moines, IA Job Reference Code standesmoines www.monster.com will conduct all duties related to Human Resources as assigned. This will include but not limited to: recruiting, interviewing, hiring, orientating, scheduling, training, coaching and counseling employees. Ensures that all legal and regulatory employment standards are met and appropriate



documentation is completed in a timely manner. Prioritizes duties to promote optimal staffing levels comprised of the highest quality. Will need to be accurate and proficient in data entry. Profitability of office Answers the telephone and assist callers and take accurate messages. Explain application to applicants Ensures all paperwork (I-9, W-2, etc.) is completed accurately Performs and provides excellent customer service Process payroll accurately Promote Safety Assist in maintaining office and grounds Will be required to have some involvement in sales Special projects as assigned Maintain records of employees Ensure that programs are in compliance with federal, state and local laws and regulations Interact with project managers, supervisors and workers Monitors activities to ensure the Company is meeting standards Enter and fill all customer requests Run daily/weekly/monthly reports as requested Investigate and report workers compensation and safety issues Corrective action of employees Provides the recruiting needs such as: Interview, Hire and Place individuals in the appropriate positions. This would include testing, paperwork and all recruiting materials and documentation handles incoming Good oral and written communication skills. Experience in office environment Aptitude for working with computers Well- organized Good planning, organizational, analytical and decision making skills Confidentiality, tact and discretion when dealing with people Must be a self-starter, a master at coordinating multiple tasks in a fast paced environment A motivated self-starter with ability to perform duties and responsibilities with little supervision Proficient problem solving skills must be able to work

Cash Application Processor Praxair Ankeny, IA www.indeed.com Perform daily job functions as needed to help team meet their service levels and goals Pulling various invoice details from supplier related websites to create and process uploads. Responsible for all aspects of the automated freight process including processing and problem resolution and onboarding other freight vendors onto the automated process Manual invoice processing which includes processing of check requests, PO-related invoices, expense invoices and following tolerance guidelines with respect to PO pricing, receipt of product, proper GL coding and approval Work with buyers, field personnel, and suppliers to resolve pricing and receiving discrepancies Back up to AP Inbound Process Support for overflow of inbound phone calls Other duties as assigned .Qualifications High School/GED required; Associates degree or higher preferred Ability to work in a fast paced environment Effective verbal and written communication skills Previous experience using Excel in a work environment Primary Location Iowa-Ankeny

Catering Sales Intern, Deli Clerk, Prep Cook, Server Line, Cafe Clerk, Catering Sous Chef GATEWAY MARKET, Des Moines, IA ohospitality.com

PREP COOK, Line Cook, Shake Lab Supervisor, Cashier, Dishwasher, – AM & PM SHIFTS ZOMBIE BURGER + SHAKE LAB (ANKENY) OPENING SPRING 2016. Undead urban dining – now on the metro’s north side! Zombie Burger + Shake Lab in Ankeny offers the same inventive flavors that made the East Village location famous. A selection of Zombie Burger’s popular burgers, shakes and salads are available for quick service meals on the go.

Commercial Pest Control Tech–Field Service Rep (Entry Level) Terminix Urbandale, IA www.careerbuilder.com ESSENTIAL DUTIES AND RESPONSIBILITIES: Be knowledgeable of technical data concerning chemicals used and their application. Be knowledgeable of federal, state and local regulations regarding pest control. Maintain a copy of the Terminix Commercial Pest Control Service manual at close proximity at all times and follow the specified instructions therein. Service all customers according to company standards and procedures. Call office daily as required for messages. Complete and submit daily service reports as required. Advise customers of potential problems. Keep



management informed of any problems encountered on service stops. Maintain proper inventory of pesticides in usage. Maintain service records in accordance with EPA standards. Collect delinquent accounts. Maintain service equipment and vehicle in clean and proper operating condition. Maintain a safe driving record. Assist on routes as required by management. Complete federal, state, local and company required training programs within prescribed time limits for proper certification. Available to work flexible hours as required by customer needs, including evenings, nights, and/or weekends. Other duties as assigned. EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); One to three months related experience and/or training; or equivalent combination of education and experience. LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Warehouse Associates BC forward Des Moines, IA www.careerbuilder.com Duties include using a floor jack to push pallets across the warehouse to load and stack boxes into the appropriate location. Candidates will be working in and outside of the warehouse. Must have the ability to lift up to 50 lbs. Responsible for general tasks involved in manufacturing process. Basic manufacture, assembly, installation, operation of basic hand tools, operation of assigned production/manufacturing machinery, perform routine operating maintenance on one or more types of equipment Acquires job skills and becomes familiar with company policies and procedures to complete routine assignments/tasks. Basic understanding of the general/technical aspects of the job. Works on assignments that are routine in nature where limited judgment and/or minimal problem resolution is required. Allocates own time efficiently as detailed by supervisor. Must have a High School Diploma or equivalent. Must pass a background check and drug screen. Hours are Monday- Friday, 7-3:30 pm and must be available to work OT when required by the business need receives detailed instructions on all work.

Cooks, Cashiers SSP America (Des Moines, IA) www.Jobdig.com Seeking self-starters, motivated to get the job done quickly and correctly. Must be organized and able to take constructive criticism as daily input for improvement. Requirements include, but are not limited to: Positive attitude a MUST. Team work with co-workers. Exceptional customer service.

Administrative Specialist Job ID 5597054 DES MOINES, IA www.iowajobs.org
Responsibilities include: Responds to clients both on the telephone and in person. Answers questions and schedules appointments. Assists clients with completion of intake and financial paperwork. Enters client information into the electronic recordkeeping system. Types and files forms, correspondence, and other documents. Provides assistance to counselors including scheduling appointments, making copies, maintaining and retrieving client files. Generates service reports. Collects client fees for services and literature. High school diploma or equivalent required. Proficiency with Microsoft Office, experience with multi-line telephone, and excellent communication skills are essential.

Line Cook WEST DES MOINES, IA Job Code: 5596964 www.iowajobs.org
The line cook will produce all orders required by business volume and supervisor, quickly, efficiently, and will produce the highest quality product. This position will also produce all orders on an a la carte basis and prep for buffets, banquets, salad bars and hors d'oeuvres. Minimum 3 months cooking experience at a full service restaurant or hotel

Front office staff for PT clinic (Des Moines) www.craigslist.com
Growing physical therapy clinic is in need of a responsible individual to be in charge of the front office. Duties would include: answering the phones; scheduling patients; entering new patients into the



computer system; taking payments; verifying insurance benefits; using excel spreadsheets; and other various office duties. For more information please submit a resume and cover letter via email.

Career Fairs and Events

Iowa Wild Career Fair

Iowa Workforce, DMACC and the Iowa Wild

Wednesday April 13th

2:30 – 5:00pm

Iowa Wild Hockey Game 7:00pm

Wells Fargo Arena

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

Iowa Job Honor Awards

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

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

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

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

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