



### **Sample Job List Week May 16 – May 20**

\*\*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**

**Retail Customer Service Representative** Verizon Wireless Job # 427021 West Des Moines, IA [www.jobs.verizon.com](http://www.jobs.verizon.com) Qualifications Excellent communication skills. Comfortable presenting to small and large groups. Passionate about teaching others. Passionate about technology. Resourceful. Motivated to learn. Comfortable in a fast-paced, dynamic environment Exceptional relationship-building skills. Professionalism and poise 1 year of relevant work experience is required for this position.

**Clinic Office Specialist Primary Health Care**, Inc Des Moines, IA [www.careerbuilder.com](http://www.careerbuilder.com)  
Full Time, 40 hrs. East Side Clinic, Des Moines, Mon–Fri 8 AM - 4:30 PM  
Full Time, 40 hrs. Engebretsen Medical Clinic, Des Moines, Mon–Fri 8:30 AM - 5 PM  
Part Time, 20 hrs. East Side Clinic, Des Moines, Mon & Thurs 2 - 8 PM, Tues 2:30 - 8 PM, Sat 9 AM - 1 PM PRN Des Moines Clinics MINIMUM QUALIFICATIONS High school diploma or equivalent. Excellent customer service skills. Effective verbal and written communication skills. Ability to interact in a calm and empathetic, yet professional and efficient manner. Ability to establish and maintain effective working relationships. Computer literacy. Ability to perform basic functions on a computer, including Microsoft Office applications and internet. Ability to work with diverse populations. Demonstrated attention to detail and organization skills. Ability to consistently meet departmental work schedule as designated. PREFERRED QUALIFICATIONS Experience in a medical or dental office environment, including patient registration systems and use of clinical terminology. Bilingual, verbal and written language proficiency. Knowledge of third party payers and associated regulations. Experience with practice management systems and electronic health records. Collections experience. Community Health Center experience.

**Billers/Coder Specialist** The Iowa Clinic, P.C. - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Utilize proficiency in ICD-9 and ICD-10 and CPT coding knowledge, perform duties associated with auditing patient treatment codes and levels of service on physician consults. Monitor the Excel denial report and works closely with the Central Billing Office in refiling using a more appropriate code and/or proper submission of supporting materials to optimize reimbursements.  
Previous experience working in a medical office and a working knowledge of ICD-9 and CPT coding and Medicare exclusions required. Exposure to different types of insurance programs preferred. Certified Coding Specialist preferred. Job Type: Full-time Local candidates only: West Des Moines, IA required experience: Billing/Coding: 1 year required education: High school or equivalent.



**Office Assistant**, AHEPA 192 II & III Apartments AHEPA Management Company Ankeny, IA [www.indeed.com](http://www.indeed.com) Creating and delivering a monthly newsletter and calendar of events to the residents. Developing social programs/activities for the resident's enjoyment. Assisting the Manager in: Assist the manager in: Resident interviews, certification, and selection. Assist the manager in: Leasing apartments and working to maintain full occupancy. Assist the manager in: Collecting rents, entering payments into computer, depositing checks into bank. Assist the manager in: Vouchering accounts payable to be sent to the regional office for payment. Assist the manager in: Annual recertification of resident's income and rent. Assist the manager in: Writing up work orders or service requests for maintenance as requested by residents. Maintain harmonious relations with residents, staff, and supervisor. Travel to AMC or other training sessions as required by supervisor. Perform any other duties assigned by supervisor. Part Time, 18 hours.

**Valet Attendant: Part-time & FT** - Des Moines, IA (Mercy Hospital)[www.ziprecruiter.com](http://www.ziprecruiter.com) A valid driver's license for at least 3 years. A clean background check and driving record. Excellent communication skills and a passion for customer service. The ability to stand for long periods of time and jog in short bursts over an 8-10 hour shift. A good working knowledge of most cars. An ability to drive a manual transmission (preferred).The flexibility to work holidays and weekends is preferred.

**Secretary Admin -BCH (JOB ID: 12261)** Des Moines Methodist Hospital [www.indeed.com](http://www.indeed.com)  
Responsibilities: Provides secretarial services primarily for/and under the direction of the service line's Executive Director and other management staff as needed; assists them in carrying out their duties. This position is privy to very sensitive and confidential information that affects the department, other hospital cooperation departments and the Iowa Health System as a whole. The ability to exercise good judgment, tact and discretion at all times is essential. Other information's diploma or equivalent with typing and basic office procedures training. Computer background is essential. At least 2 years secretarial and/or upper management assistant experience. Word processing skills are required. Must be able to read, write and speak fluent English. Typing skills of 60 wpm is preferred.

**Shipping/Receiving Clerk** Canon Business Process Services - Des Moines, IA [www.indeed.com](http://www.indeed.com)  
\*\*A CDL or Class D license strongly preferred. \*\*Forklift certification a plus! Responsibilities include but will not be limited to: Receive, ship, scan log, incoming and outgoing packages. Pick up and deliver packages and other materials 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. Qualifications: High School Diploma or equivalent 1-2 years Shipping/Receiving experience 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 previous messenger experience a plus. Basic vehicle maintenance skills preferred. Forklift certification preferred Excellent driving skills and knowledge of area/direction Valid motor vehicle license with an acceptable driving record required CDL license strongly preferred 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.

### **HY-Vee Openings**

Coffee Shop Barista Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com)

Bakery Clerk Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com)

Night Stocker Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com)

Sushi Clerk Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com)

Line Cook - Market Grille Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com)

Delicatessen Clerk Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com)

**Barista (Full time)** Aviva, 7700 Mills Civic Parkway, West Des Moines I previous barista experience. [www.indeed.com](http://www.indeed.com)

**Cashier** Target job id 5779788 Ankeny, IA [www.indeed.com](http://www.indeed.com) quickly and accurately scan and bag all items, handles money and collect payments. Target merchandise discount. Competitive pay. Flexible scheduling.

**Loan Servicing Specialist 2 (WFHM\Payment Team)Job ID Number: 5214336-1** Wells Fargo West Des Moines, IA [www.indeed.com](http://www.indeed.com) Processing incoming funds using automation from internal and external customers as well as third parties Utilizing multiple system applications to complete assigned work May be responsible for creating, developing and/or analyzing work volume and trending reports Assisting with other areas of the Cash Management Dept. functions as needed Required Qualifications6+ months of administrative experience, customers/people interaction experience, or a combination of both Desired Qualifications Basic Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information Strong analytical skills with high attention to detail and accuracy Excellent verbal, written, and interpersonal communication skills Ability to interact with all levels of an organization Other Desired Qualifications Ability to adapt with volume fluctuations

Excellent organizational and time management skills with the ability to prioritize multiple tasks Proven ability to meet strict daily and monthly production deadlines Strong team player with the ability to work independently Strong analytical and problem solving skills Strong data entry skills including high accuracy, speed and 10 Key skills Mortgage, banking and/or finance experience Working knowledge of Fidelity/CPI/LPS/LIS/MSP, Loan Search and/or ICMP.

**Lead Sales Associate** Ankeny Dollar General [www.indeed.com](http://www.indeed.com) DUTIES and ESSENTIAL JOB FUNCTIONS: Open the store a minimum of two days per week; close the store a minimum of two days per week. Authorize and sign for refunds and overrides; count register; deposit money



in bank. Assist in ensuring the financial integrity of the store through strict cashier accountability, key control, and adherence to company security practices and cash control procedures. Manage store in Store Manager's absence. Assist Store Manager, as directed, with scheduling employees; enter payroll information into computer. Assist Store Manager, as directed, in providing adequate training for employees. Review operating statements to identify business trends (including sales, profitability, and turn), expense control opportunities, potential shrink, and errors. Order drop-shipments and other areas of store as designated by store manager. Follow prescribed ordering practices to ensure the meeting or exceeding of in-stock targets; review ordering plan, seasonal direction and inventory management issues on a weekly basis. Assist with the efficient staging, stocking and storage of merchandise; unload trucks. Ensure that merchandise is presented according to established practices and Store Manager Direction; utilize merchandise fixtures properly including presentation, product pricing and signage. Assist in plan-o-gram implementation and maintenance. Assist in maintaining accurate inventory levels by controlling damages, markdowns, scanning, paperwork, and facility controls. Conduct safety meetings; help to maintain a clean, well-organized store and facilitate a safe and secure working and shopping environment. Provide superior customer service leadership. Follow company policies and procedures as outlined in the Standard Operating Procedures manual, Employee Handbook, and company communications. Assist Store Manager in ensuring employee compliance Complete all paperwork and documentation according to guidelines and deadlines. **WORK EXPERIENCE and/or EDUCATION:** High school diploma or equivalent strongly preferred. One year of experience in a retail environment and six months supervisory experience preferred. Valid Driver's license required for bank deposits. Local candidates only: Ankeny, IA.

**Housekeeping & Laundry Position** Healthcare Service Group - Des Moines, IA [www.indeed.com](http://www.indeed.com)  
The light housekeeping duties consist of sweeping, dust mopping, damp mopping, dusting, organizing, and removing garbage. The laundry aide will perform a variety of tasks on varying shifts, including collecting and sorting soiled linen, loading and unloading machines, and folding clean linen. The will also operate computer-operated washers and dryers. Responsibilities include counting and recording the linen, making proper deliveries to units and, cleaning and sanitizing the work area including; machines, work tables and sorting area. All tasks are performed under Iowa's Department of Health regulations. The facility is University Park Nursing & Rehab (233 University Ave, Des Moines, IA 50314). The housekeeping/laundry position available is for either full-time or part-time, and every other weekend is required.

**Bakery Designer** Hy-Vee, Inc Urbandale, IA [www.indeed.com](http://www.indeed.com) As a Bakery Designer, this position will be responsible for decorating bakery items. You will assist customers with their bakery orders by the telephone and in person at the store. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

**Baker** Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Baker, this position will be responsible for baking products for orders and to replenish displays. Additionally, you will ensure a positive



company image by providing courteous, friendly, and efficient customer service to customers and team members. Education and Experience: High school or equivalent experience (department training helpful) and over six months up to one year of similar or related experience.

**Housekeeping - Clean Team** G6 Hospitality West Des Moines The Housekeeper is required to clean the rooms and grounds of the property as assigned by the Head Housekeeper or General Manager. The Housekeeper also functions as a member of the Clean Team. PRIMARY DUTIES & RESPONSIBILITIES: • Service Mindset: Smile and greet guests • Positive Guest Experience: Ensure rooms are clean and properly stocked with supplies • Support Clean Team: May perform duties from all other Clean Team positions as needed or at the direction of the Head Housekeeper or General Manager in order to maintain proper operations of the property • Quality Adherence: Maintain the cleanliness of the rooms and the property as outlined in the Clean MINIMUM QUALIFICATIONS AND REQUIREMENTS: • Basic reading and writing skills • Basic communication skills • Ability to work with minimal supervision and follow written and verbal work instructions • New hires, must meet all G6 Hospitality's employment qualifications in force at time of hiring.

**Service Technician** Filta Environmental Kitchen Solutions - Des Moines, IA [www.indeed.com](http://www.indeed.com) Filta Environmental Kitchen Solutions is a "green" company that has a unique on site filtering system for cooking oil. Our technicians make service calls on businesses with commercial kitchens. This includes restaurants, hospitals, colleges, sports venues, etc. We are currently looking for a full-time and part-time technician. Must be detail oriented , able to interact with kitchen staff and able to lift 50 lbs. Daily accountability will include: ability to operate and troubleshoot micro filtration unit, understanding the various stages of cooking oil life, cleaning of fryers and daily clean-up of micro filtration unit. Hours of operation are usually Monday-Friday early in the morning or later in the afternoon. Requirements: Clean driving and criminal record. Compensation: 2-3 weeks of training at \$11.00 per hour- after training accounts will generate \$550.00 - \$600.00 per week. Job Type: Full-time Job Location: Clean Drivers License High school or equivalent.

**Housekeeping Job Number 16000QA9**Marriott Courtyard Des Moines West/Clive [www.indeed.com](http://www.indeed.com) Respond promptly to requests from guests and other departments. Fill cart with supplies and transport cart to assigned area. Enter guest rooms following procedures for gaining access and ensuring vacancy before entering. Replace guest amenities and supplies in rooms. Replace dirty linens and terry with clean items. Make beds and fold terry. Clean bathrooms. Remove trash, dirty linen, and room service items. Check that all appliances are present in the room and in working order. Straighten desk items, furniture, and appliances. Dust, polish, and remove marks from walls and furnishings. Vacuum carpets and perform floor care duties (e.g., in guest rooms and hallway).



**PT Cleaner (OPERATIONS)** Marsden Bldg Maintenance DES MOINES, IA GENERAL CLEANING, MOPPING, DUST MOPPING, VACUUMING, SPOT CLEANING GLASS, DUSTING, ETC... Screening Requirements: Criminal Background Check.

**Attendant - Fitting Rooms - Part Time (EVENINGS / WEEKENDS)** Scheele Sports Des Moines, IA [www.indeed.com](http://www.indeed.com) Requirements: Excellent customer service and communication skills Demonstrate strong organization, attention to detail, ability to multi-task and problem solving skills while helping multiple customers at one time Ability to perform basic math; perform operations using units of currency, measurements and understanding percentages Be professional in appearance and attitude, contribute to a positive team atmosphere and treat others with respect and consideration while following SCHEELS' policies and procedures Education and Experience: Ideal candidate will have one to three months of related experience or training Schedule: Must be flexible to work assigned schedule between 8 am and 9 pm, Monday through Sunday. Schedule may include varied hours, evenings, weekends, and holidays. Average hours per week are 15-25. Schedule: Must be flexible to work assigned schedule between 8 am and 9 pm, Monday through Sunday. Schedule may include varied hours, evenings, weekends, and holidays. Average hours per week are 15-25.

**Lawn Specialist** - Branch 5755 TruGreen Ankeny, IA [www.indeed.com](http://www.indeed.com) As a Lawn Specialist with the #1 lawn care company you will be providing regularly scheduled landscape services within your route on a daily basis. You will work closely with customers to meet and exceed their expectations. Driver's License required.

**Customer Service Opening** American Income Life Insurance Des Moines, IA [www.suggestedjobs.com](http://www.suggestedjobs.com) Sales Support Representative position with a company that gives back. Hands-on training, competitive compensation, performance awards and incentives Entry level and senior level applicant as well one who is service-minded and wants to help others, gain experience and earn they money they're worth. What Qualifies You High school diploma or equivalent People-person that likes to help others Excellent communication skills Independent-minded & flexible.

**Retail Customer Service Representative** Verizon Wireless West Des Moines, IA [www.jobs.verizon.com](http://www.jobs.verizon.com) as a Verizon Wireless Experience Specialist, you'll use your excellent customer service and communication skills to create powerful in-store experiences for our customers. You'll not only introduce our customers to Verizon Wireless and showcase our technologies – you'll fuel customer loyalty by empowering them with technical knowledge that can improve the way they live, work and play. Qualifications A 2-year degree or at least 1 year of relevant work experience is required for this position. Full time positions also require flexible schedule availability including evenings and weekends. A four-year degree is strongly preferred.

**Aspen Dental Patient Services Representative** Des Moines, IA [www.aspendentaljobs.com](http://www.aspendentaljobs.com) Responsibilities Greet and check in patients in a friendly manner. Collect co-payments and verify insurance coverage. Schedule and confirm patient appointments. Prepare new patient



charts neatly and accurately. Various office duties as assigned by Office Manager. Responding to patient billing or financial inquiries, directing to appropriate departments, as necessary. Collect and post payments and record receipts. Balance nightly deposits and complete credit card processing. Minimum High School Diploma or equivalent. Candidates will have a minimum of two years' experience in a healthcare office or fast-paced, highly interactive customer service environment - experience in the dental or medical industry with scheduling and verifying insurances preferred. Self-motivated with the ability to exceed patient expectations. Excellent organizational skills to effectively handle multiple tasks. Flexibility to support change, with varying schedules as necessary. Possess excellent interpersonal communication skills. Resume must demonstrate stable employment history.

**HVAC Apprentice** Des Moines Comfort, Inc Des Moines, IA [www.desmoineshelpwanted.com](http://www.desmoineshelpwanted.com)  
As an HVAC apprentice you will be responsible for assembling, installing, servicing, and repairing air conditioning and heating units, including geothermal and radiant floor heat, used in residential and commercial buildings. Strong customer service skills, able to interact professionally with our valued customer highest standards of integrity and professional.

**PT Receptionist** Seldin Company West Des Moines, IA [www.glassdoor.com](http://www.glassdoor.com) we are searching for a Part-Time Receptionist in the Property Management office at West Glen Town Center in West Des Moines, Iowa. The Part Time Receptionist is responsible for greeting guests and answering phone calls. This position will work 1pm to 6pm Monday through Friday. An Associate's degree or Bachelor's degree preferred but not required. One to two years relevant work experience and training in customer service and/or office management preferred.

**Administrative Assistant** One Main West Des Moines IA [www.jobalert.com](http://www.jobalert.com) Primary Responsibilities: Provide confidential administrative support and maintains confidentiality of information. Performs data entry and prepares reports. Maintain an organized filing system for the administrative office. Handles email and phone communication in a professional manner. Effectively interact with staff at all levels of the organization. Job Requirements: High school diploma or equivalent. 2 + years of data entry/ administrative experience Proficiency in Microsoft Excel, Word and PowerPoint Excellent written and verbal communication skills Demonstrates initiative and ability to work independently, effectively managing multiple priorities in a fast paced, results driven environment. Exhibits a high level of flexibility and adaptability Strong customer service focus Attention to detail, with strong organizational and planning skills Proactive with internal drive to follow- through and deliver results Ability to anticipate needs, use sound judgment and be resourceful Exhibits tact in handling confidential matter Job Requirements: High school diploma or equivalent. 2 + years of data entry/ administrative experience Proficiency in Microsoft Excel, Word and PowerPoint Excellent written and verbal communication skills Demonstrates initiative and ability to work independently, effectively managing multiple priorities in a fast paced, results driven environment. Exhibits a high level of flexibility and adaptability Strong customer service focus Attention to detail, with strong organizational and planning skills Proactive with internal drive



to follow-through and deliver results Ability to anticipate needs, use sound judgment and be resourceful Exhibits tact in handling confidential matter.

**Security Officer** Prairie Meadows Racetrack and Casino Altoona, IA Security Officer  
Duties: Maintain security over the entire facility during assigned shift. Responsibilities include safeguarding casino assets and protection of the company from unknown and anticipated threats; observation of employees and guests, watching for any unlawful acts; maintain surveillance over the Paddock and Track Apron areas to ensure that guests do not cross over the fence into restricted areas. Requirements: High school diploma or equivalent. Two years' related experience and/or training preferred. Previous military, security or education in these fields desired. Must have a valid driver's license, safe driving record and must meet company insurance requirements. Must have ability to read and write routine reports and other correspondence. Must have the ability to speak effectively before groups of customers and employees. Ability to lift up to 100 lbs. Applications are only accepted on Prairie Meadows website at:[www.prairiemeadows.com/careers](http://www.prairiemeadows.com/careers)

**Receptionist-** IOWA DIABETES AND ENDOCRINOLOGY CENTER- FULL-TIME Job Number: 2016-R0057112 Catholic Health Initiatives - Des Moines, IA [www.jobsradar.com](http://www.jobsradar.com) Job Summary: Under direct supervision, Receptionist is responsible for performing a variety of general administrative support duties associated with the patient intake process and performs routine duties within the clinic.

**Food Service Worker** Mercy Medical Center PRN (11:30-7:30p)-2016-R0058286 [www.indeed.com](http://www.indeed.com) Cleans and services the Clinical Nutrition Services department. Maintains sanitation of the department following regulatory agencies requirements. Washes and sanitizes dishes and production equipment. Collects and removes waste for the department.

**Aquatics Cashier** Des Moines, Iowa [agency.governmentjobs.com/desmoines](http://agency.governmentjobs.com/desmoines) Performs cashiering duties and monitors patrons using City owned aquatic and pool facilities including slides. Typically works up to 30 hours per week, occasionally up to 40 hours per week. 120-day appointments from May through Labor Day. Assigned work hours between 11:00 AM and 11:00 PM including weekends and holidays. Aquatic Center/Pool Work Assignment Locations: Ashworth; Birdland; Nahas; Northwest; and Teachout. Must be at least 16 years of age. Prior cashier experience preferred. CPR and first aid certification required for those assigned to Birdland, Nahas, Northwest and Teachout - training will be provided. Requires satisfactory criminal, sex offender and if applicable driving record background checks. Passing a pre-employment physical and drug screen is required prior to employment.

**Part-time Tire Technician** America's Tire Urbandale, IA [www.jobnet.com](http://www.jobnet.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.



**Receiving Clerk** Wurth DMB Supply, Inc. - Des Moines, IA [www.indeed.com](http://www.indeed.com) This position is responsible for performing the tasks involved in the receiving, storing, and keeping of incoming products. Checks goods received against purchase orders, generates internal documents of received goods rejects unsatisfactory items when necessary. Job Type: Full-time Required education: High school or equivalent.

**PDI Full-time Warehouse Generalist** Hy-Vee, Inc Ankeny, IA [www.indeed.com](http://www.indeed.com) <http://www.indeed.com/> \$17.50 an hour PDI, a wholly-owned subsidiary of Hy-Vee, has immediate openings for full-time Warehouse Generalists. The Warehouse Generalist is responsible for product life cycle and product maintenance from receiving to shipping through utilization of standard warehousing and customer service practices. SCHEDULE: 3rd shift Sunday-Thursday OR Monday - Friday 7:00 pm - 3:00 am OR 9:00 pm - 5:00 am 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.

**Food Service Worker** PRN (6:30-3:00a)-2016-R0058287Catholic Health Initiatives Des Moines, IA [www.indeed.com](http://www.indeed.com) Description GENERAL SUMMARY: Cleans and services the Clinical Nutrition Services department. Maintains sanitation of the department following regulatory agencies requirements. Washes and sanitizes dishes and production equipment. Collects and removes waste for the department.

**Resident Assistant** - Palm Home ChildServe Johnston/Des Moines Job Code: 3421[www.indeed.com](http://www.indeed.com)Afternoon/Evening, Weekends Full time Responsible for supporting the children and young adults with daily living and encouraging their independence. Works in Cooperation with the Supervisor or designee, therapists and other professional staff, nursing staff, and families in program development. Education Requirements: High School / GED Must be 18 years of age or older. Must be willing/able to become an approved driver for ChildServe. CNA, CMA, or Med. Manager Certifications helpful.