



Sample Job List Week May 23 – May 27

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

Building Secretary Waukee Community School District Waukee, IA www.indeed.com \$15 an hour - Contract Terms of Employment: 210 day contract JOB GOAL: To assure the smooth and efficient operation of the school/administrative office so that the office's maximum positive impact on the education of children can be realized. High school diploma or equivalent Training and/or experience in secretarial responsibilities Competent in communicating with all segments of the school setting Proficient computer skills to include Microsoft Office Ability to maintain high level of confidentiality Ability to multitask in a fast paced work environment Strong organizational skills\Effective oral and written communication skills Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Administrative Assistant West Music Company Part-time Urbandale, IA www.indeed.com The Administrative Assistant in the Urbandale store plays a vital role in serving customers and meeting our mission of “Creating musical communities by providing knowledge, products, and services people need to experience the power of music” by ensuring all store administrative functions are completed so customers have the best possible experience shopping at West Music. Processing incoming stock/transfers, coordinating the print music department, and working with the in house instructors are important duties our Administrative Assistant will be responsible for. Required qualifications: Demonstrated ability to be accurate in work with an attention to detail and an aptitude for working with numbers. Ability to work in a fast paced environment with experience in prioritizing and juggling multiple tasks and demands while meeting deadlines. Must have strong written, verbal and interpersonal communication skills and have the ability to speak, write, and communicate ideas to a variety of audiences in a clear, concise manner. Skilled with Microsoft Office products. Must demonstrate effectiveness in the following organizational competencies: Desired qualifications: General musical knowledge desired (Education, knowledge of, or playing experience in band, orchestra, vocal, or fretted instruments).

Sign Maker Hy-Vee, Inc Johnston, IA www.indeed.com Provides prompt, efficient and friendly customer service. Designs and prints signs. Education and Experience: High school or equivalent. Experience: Less than six months of similar or related work experience.

Baker Hy-Vee, Inc Pleasant Hill, IA 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.



Administrative Nursing and Health Information Specialist Kennybrook Village - Grimes, IA www.indeed.com Overview: The Administrative Nursing & Health Information Specialist performs total maintenance of the medical record as it relates to nursing home operations, is responsible for scheduling of all nursing staff, and is the communication hub for all nursing home operations via Point Click Care. Qualifications: Associates degree preferred. Work experience with electronic medical health records, specifically Point Click Care. Requires proficiency in Microsoft Office products and computer literacy.

RECEPTIONIST- MERCY WAUKEE PEDS CLINIC- PRN Catholic Health Initiatives Waukee, IA www.indeed.com 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.

Courtesy Clerk Hy-Vee, Inc Part-time Ankeny, IA www.indeed.com

Catering Manager Hy-Vee, Inc. Ankeny, IA www.indeed.com High school or equivalent experience and over one year up to three years of similar or related work experience

Clerk Hy-Vee, Inc. Ankeny, IA www.indeed.com No education requirement. Over six months up to one year of similar or related work experience.

Certified Pharmacy Technician Hy-Vee, Inc. Pleasant Hill, IA www.indeed.com Assist pharmacists in the preparation and distribution of prescription medications. Licensed, through a national certification program, as a pharmacy technician. Education and Experience: High school diploma or equivalent. Certified as a licensed technician through a certified national program and maintains continuing education requirements to keep license active. Previous experience as a pharmacy technician or pharmacy clerk is preferred.

Retail Assistant Store Manager Jos A Bank - West Des Moines, IA www.indeed.com Commission As an Assistant Store Manager for Jos. A. Bank, you are responsible for working in partnership with the Store Manager to ensure the success of the store. Required experience: Retail Management: 1 year.

Cashier/Receptionist (Part-Time) Lithia Auto Stores Johnston, IA Part-time www.indeed.com Part-time hours will be 4pm-8pm Monday through Thursday, and 8-5 on Saturday, with potential for additional hours. Job Description: Responsibilities: As a Cashier/Receptionist you will be responsible for providing professional, courteous and exceptional service to all customers. The cashier/receptionist plays a key role in maintaining the store reputation and image. Qualifications: A team player who is focused on providing exemplary customer service Excellent communication skills; both written and verbal Ability to multi-task in a fast paced work environment Working knowledge of Microsoft Office Suite One to two years of previous cashier/receptionist experience is preferred High School Graduate or equivalent Must be at



least 18-years-old Possess an acceptable driving record and valid driver's license in your state of residence.

Bakery Manager Hy-Vee, Inc. Pleasant Hill, IA www.indeed.com As a Bakery Manager, this position will be responsible for setting the department standards for customer service, employee relations, cleanliness, sanitation, professional appearance and overall profitability. Coordinates the delivery of the freshest and best quality product at a competitive retail price. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. High school or equivalent experience from on-the-job training, sanitation courses, and over one year of related work experience.

Product Specialist Hy-Vee, Inc. Part-time West Des Moines, IA www.indeed.com Maintains the department standards for customer service, employee relations, cleanliness, sanitation, professional appearance and overall profitability. Ensures products are available to the customer in a timely basis and all item parameters are accurately maintained in the product management software. High school or equivalent experience. Strong basic math skills necessary. Over six months to one year of similar or related experience.

Dairy Clerk Hy-Vee, Inc Part-time Johnston, IA www.indeed.com Less than high school or equivalent experience and six months or less of similar or related experience.

Salad Bar Express Clerk Hy-Vee, Inc. Part-time Ankeny, IA No education requirement. Six months or less of similar or related work experience.

Courtesy Clerk Part-time Hy-Vee, Inc. Ankeny, IA www.indeed.com Provides prompt, efficient and friendly customer service. Packages purchases and assists customers with delivery to their mode of transportation.

Bakery Mfg. Wrapper Hy-Vee, Inc. Des Moines, IA Hy-Vee Bakery Manufacturing is a department of Hy-Vee, Inc. located in Des Moines, Iowa. The Wrapper is a full-time position with overnight hours. The Wrapper will join the team in sorting baked products and packaging products for freezing.

Real Estate/Drainage Clerk Part-time Dallas County, IA - Adel, IA www.indeed.com assists with maintenance and administration of a record keeping system on real estate ownership, legal descriptions, and valuation (taxation) records. Assists the public in complying with Iowa Code parcel and platting requirements relating to reimbursements relating to taxation of real estate property. EDUCATION/EXPERIENCE High School diploma/GED required Two years of experience in responsible record keeping position.

Customer Service Merchandiser Specialist Frito Lay Des Moines, IA www.indeed.com The Customer Service Specialist is assigned to specific routes, providing additional merchandising



support to the route. Reporting directly to the Customer Service Manager (CSM). Throughout the workweek, the CSS will follow a route template with all accounts which dictates where each individual will start and finish their day. This position is full time, averaging 40-45 hours per week. BASIC QUALIFICATIONS 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 drivers 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

Warehouse Assistant / Material Handler Praxair Ankeny, IA www.indeed.com The Warehouse Assistant / Material Handler will be responsible for loading, unloading, sorting, staging and transporting products into and out of a warehouse. Under supervision and established guidelines the Warehouse Assistant / Material Handler is responsible for the day-to-day tasks of shipping, receiving and inventory control. 3+ years of Warehouse experience is preferred Gas Industry experience is a plus Forklift experience High School Degree or GED is required.

General Laborer Manatts Johnston, IA www.indeed.com Our Des Moines Metro PCC Paving Division has an immediate opening for a General Laborer. Job duties include performing manual labor such as digging, leveling, and spreading dirt, gravel or earth, and other construction materials by using hand tools. Pounding stakes, removing forms for set concrete, setting string line, and other non-machine tasks are performed. This individual will start working as soon as weather permits. This is a full-time seasonal position with most jobs being performed in and around the Des Moines Metro Area.

Account Executive - Season Tickets Season Tickets - Iowa Energy Des Moines, IA www.indeed.com The Iowa Energy are NBA Development League affiliates of the Memphis Grizzlies. Located in Des Moines, Iowa, the Energy are one of the premier franchises in the league and are consistently at the top of the league in attendance. The Energy are looking for a motivated sports professional(s) to join our sales staff selling season tickets and partial plans to companies, organizations and individuals. Proficient in Microsoft Office, Outlook, Excel, Word, PowerPoint and other related computer skills required.

Warehouse Associate (Full Time) Des Moines Iowa NAPA \$12.25 an hour Des Moines, IA www.indeed.com NAPA Auto Parts is seeking a skilled and energetic Warehouse Associate to join our growing team of professionals. Our Warehouse Associates are primarily focused on receiving, stocking, pulling, staging, loading and shipping merchandise. As a Warehouse



Associate, you will be moving the right auto parts to the right place with safety, precision and speed, using an electronic scanner to pull parts, and pack and load them for shipment.

Claims Representative Employers Mutual Casualty Company - Des Moines, IA www.indeed.com
Essential Functions: Investigates basic claims Confirms that date of loss falls within policy period, determines applicable deductibles and claim payees/mortgagees. Initiates contact with insureds and claimants to provide information on claim process and gather information about the claim Documents claim files Resolves questions of coverage, liability and the value of claims Takes statements over the phone from insureds and/or claimants. Sets timely, adequate reserves in compliance with the company reserving philosophy and methodology Reviews bills, invoices and receipts for accuracy Provides prompt, detailed responses to agents, insureds and claimants on the status of claims Identifies opportunities for recovery and investigates and pursues accordingly Negotiates, settles and/or resolves basic claims. Education & Experience: Associate's degree or equivalent work experience One year of claim handling or insurance experience required (Bachelor's degree may be considered in lieu of the experience requirement) Knowledge, Skills & Abilities: Knowledge of the claims adjusting process Good knowledge of insurance contracts, medical terminology and legal aspects of court procedures High standards of professional conduct Good knowledge of computers and claims systems Strong organizational and written and verbal communication skills Good investigative and problem-solving abilities Our employment practices are in accord with the laws which prohibit discrimination due to race, color, creed, sex, sexual orientation, gender identity, genetic information, religion, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, citizenship status, marital status or any other consideration made unlawful by federal, state, or local laws. All of our locations are tobacco free including in company vehicles.

Field Support Center Representative ID:9126 West Des Moines, IA US-IA Full time 11:00am - 10:00 www.indeed.com Essential Responsibilities: Dispatches service technicians, installers, and other technical persons to remedy service problems using Work Force Management tools, phones and other technologies. Qualifications, Knowledge, Skills & Abilities: Ability to perform routine dispatching functions, such as answering telephone. Mature judgment and the ability to relate well with other people. Must have excellent verbal and written communication skills including good grammar and a well-modulated speaking voice. Able to provide clear and easily understood instructions (in English) over the phone and/or in writing. Strong customer service skills coupled with a working knowledge of Operating systems, computer hardware and modem configuration and installation. Basic working knowledge of networking, routers and hubs along with wireless network configuration and phone provisioning. Able to operate computer systems / CRT as needed. Ability to type and operate standard office machines and computers. Must be punctual and able to maintain good attendance. Knowledge of Microsoft Windows and Microsoft Office (Works/Word, Outlook, Excel). Ability to work well in a high stress and volume environment.



Warehouse Clerk Pro Staff Des Moines, IA www.indeed.com Process pack-out data, lot data and inventory adjustments into the Edible Software system for the Warehouse floor/Production Line. Also, assist with Inventory verification and running various reports for the warehouse. QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. EDUCATION and/or EXPERIENCE High School Education. Experience working with 'time sensitive' material and data with high need of first-time accuracy. LANGUAGE SKILLS Ability to read, analyze, communicate and interpret effectively with staff and customers. COMPUTER SKILLS Must be proficient in all Microsoft office products especially Word and Excel. And experience in using a data entry processes, both numbers and words. Experience with time-sensitive deadlines – accuracy over speed.

Nutrition General Worker Brookview Elementary West Des Moines, IA www.indeed.com Assist in preparing foods; taste tests to check quality of product. May assist in setting up service areas. Assist with cleaning and storing food, preparation, transporting and serving. Correctly portions and neatly serves food items. Clean lunchroom and kitchen after service. Perform all other duties as may from time to time be assigned by the Board. 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.

Dietary Aide Calvin Community Des Moines, IA www.indeed.com The Dietary Aide is responsible for setting up the Dining Room for meals and cleaning up afterward, serving food and beverages to residents (both in the dining room and providing tray delivery to individual rooms) in a caring, positive manner. Afternoons/Evenings and Weekends High School Diploma or equivalent. If under 18, must be enrolled in an accredited secondary education program.

Material Handler - Supply Chain Shift – 1st shift Full-Time Des Moines, IA www.indeed.com The primary responsibility of this position is to support Operations by moving materials and inventory throughout the facility. Work functions may include packaging box construction, merchandise picking, order verification, product labeling, and utilizing an RF scan gun. Qualifications: All candidates must have a High School Diploma or equivalent At least 1 year prior experience working in a warehouse environment Ability to lift up to 50 lbs. Have knowledge of warehouse management systems Able to work a flexible work schedule as needed including planned and unplanned overtime which may include weekends qualified candidates must be legally authorized to be employed in the United States.

Full Time Housekeeper Glen Oaks Country Club - West Des Moines, IA www.indeed.com Duties include, but are not limited to: housekeeping services for guest-rooms, public and staff areas; ensures the highest standards of sanitation, safety, comfort and aesthetics. Required experience: Housekeeping: 1 year



Early Morning Stocker Lowe's Job ID 1051926BR Altoona, IA www.indeed.com Responsible for distributing and stocking merchandise throughout the store including caring for store equipment and cleaning hazardous materials spills. Also responsible for providing excellent customer service by greeting customers and assisting customers in locating, selecting, demonstrating, and loading of merchandise.

Wine and Spirits Clerk Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com

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

Food Service Worker - Nationwide Des Moines Aramark Des Moines, IA www.indeed.com

GENERAL RESPONSIBILITIES: Prepare a daily report that verifies transactions, be able to work quickly and concisely under pressure Understand what is inclusive of a reimbursable meal. Ensure storage of food in a proper and sanitary manner Organize and assist in major cleaning of refrigerators, freezers, and cooking and serving equipment at the regularly scheduled intervals. Ensure food items and supplies are checked in as they arrive Ensure daily cleaning and sterilization of all dishes, silverware, and cooking utensils Promote good public relations. Attend in-service meetings as scheduled by the General Manager/Lead Proper utilization of leftovers as required Maintain a constant sense of cost control Adhere to all HACCP regulations for sanitation, food handling, and storage Adhere to the uniform policy Communicate with the Kitchen Manager daily to understand and properly prepare menu for the day Serve food at proper portions as requested Adjust thermostat controls to regulate temperature of ovens, broilers, grills, roasters, steam kettles, and all other cooking and serving equipment Measure and mix ingredients according to standardized recipes using blenders, mixers, grinders, slicers, and other preparation equipment to prepare entrees, soups, salads, sandwiches, gravies, desserts, sauces, casseroles, and other food items Bake, roast, broil, boil, and steam meats, fish, vegetables, and other foods. Observe and test food being cooked by tasting, smelling, and taking temperature to assure it is cooked May wash, peel, cut, and shred vegetables and fruits to prepare them for use May bake bread, rolls, cakes, and pastries. Other related duties as assigned Foodservice Sanitation Certificate as needed.

Service Representative - Automotive Intoxalock Urbandale, IA As a Technical Support

Associate, you will be responsible for supporting our service center network in the installation and service of our interlock systems. You will also be responsible for providing technical assistance to our customers. Hours: 11AM to 8PM Monday thru Friday, 1 Saturday per month As a Technical Support Associate, you can expect: Paid training to gain product knowledge and understanding of call handling procedures and state regulations. Competitive hourly compensation (a premium for fully bilingual, Spanish-speaking associates) A concentrated focus on continuous improvement and professional development. The opportunity to grow with an exciting, innovative company Technical Support Associate Qualifications: 2+ years of hands-on 12-volt vehicle experience. Preference will be given to those who have a background in the installation and servicing of stereo, alarm, remote start or similar systems. 1 year of experience working in an inbound/outbound contact center desired, but not required Strong problem-



solving and critical thinking skills Excellent verbal and interpersonal communication skills
Proficient computer skills – comfortable with all Microsoft Office programs.

Customer Service Teavana Jordan Creek Mall West Des Moines IA www.indeed.com At Teavana we aspire to a life more flavorful, more colorful and more delicious. We are students of the world of tea—respecting its ancient traditions and reimagining them for new tea enthusiasts. The team member’s primary responsibility is to guide customers through the full Teavana journey and educate them about the world of tea. Acts in accordance with Teavana and Starbucks guiding principles.

Cashier TARGET Ankeny, IA Qualifications: Use excellent guest service skills. Strong work ethic and integrity. Inspired by the merchandise we sell. Learn new technology and enjoys solving problems. Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. Quickly and accurately scan and bag all items, handles money and collect payments.

Retail Associates And Optical Lab Techs Eyemart Express Des Moines, IA www.indeed.com
Retail/Sales Associate: Maintain a level of professionalism as required by the company handbook and follow the policies and procedures of company. Fill out the Rx ticket completely and correctly as well as take appropriate and accurate measurements. Price all sales correctly and enter them into the computer correctly. Reach and maintain sales performance levels at or above company standards. Pull lenses and interact with the lab for job delivery times. Maintain the filing daily. Call customers daily for pick-up, job status, and any special order or production delays. Correctly fill out all reporting forms assigned. For example: incentive sheets, daily ticket average, and daily A/R report. Assist with inventory control. For example: receiving stock, maintaining the merchandising, monthly inventory, following the proper remake procedure, loss prevention, etc....
Optical Lab Technician: Upon completion of 90 days, a lab technician must be able to do both surface and finish lenses Perform daily, weekly, and monthly equipment maintenance and cleaning as well as minor repairs Maintain level of workmanship and quality dictated by company standards Keep job flow to maintain hourly promised job times Receive lenses and stock them daily Notify Lab Manger of any equipment failures or delays in production immediately Notify Lab Manager of any stock deficiencies immediately Reach and maintain performance levels at or above company standards
EXPERIENCE Previous optical lab experience is preferred, but not required. We will train the right candidate. Time Management skills Ability to deal with stressful situations such as dis-satisfied customers; ability to prioritize and work quickly and efficiently. Able to prioritize work load to meet changing priorities and deadlines Ability to establish and maintain effective working relationships with fellow employees Previous retail experience preferred for retail associate Excellent customer service skills Please note all work is performed primarily in an indoor retail setting with a high level of interaction with the public (good customer service skills are needed). Environment is often fast-paced, deadline oriented and you will generally work independently with our patients.



Guest Service Co-worker Tobacco Outlet #521 Kwik Trip Inc Des Moines, IA www.indeed.com
Kwik Trip is seeking energetic, outgoing and positive people to make a difference in the communities we serve. Our Guest Service co-workers give the best guest service in clean, state of the art facilities.

Overnight Security Officer - Merle Hay Mall FULL-TIME 3rd Shift: Mon-Fri \$10.00 / hour!
www.indeed.com The successful Retail Security Officer candidate is responsible for providing security services at assigned locations. Duties include, but are not limited to: Foot and Bike Patrol of interior and exterior areas of assigned locations Execute security services as outlined in site-specific Post orders and directed by Security Management Observe and report suspicious activities and persons Write detailed narrative reports and maintain daily activity reports (DARs) Enforce rules, regulations, policies, procedures, and respond to emergency situations requiring security assistance Qualified Retail Security Officer Applicants will meet the following criteria: High school diploma or equivalent required. Must be able to obtain a valid Guard License as required in the state for which you are applying. As a condition of employment, employee must successfully complete a background investigation and a post-offer/pre-employment drug/alcohol test's a condition of continued employment, employee must maintain current active status of all required License at all times, and must carry the license at all times while on duty. Must display exceptional customer service and communication skills. Intermediate computer skills to utilize innovative, wireless technology at client specific sites.

Cashier Famous Dave's of America, Inc. Des Moines, IA www.indeed.com Transacts food and drink orders at POS in person and by phone and suggestively sells drinks, appetizers, entrees and desserts in an outgoing, friendly and timely manner so as to "WOW" our Guests. Responsible for accurate cash handling. Packs TOGO and catering orders. Performs side duties including, but not limited to, answering the phone, opening doors, cleaning work stations, expediting orders and running food. Stocks TOGO area and packages orders. Follows TOGO packaging absolutes. Maintains regular and consistent attendance and punctuality.

Cashier- Stew Hansen Dodge City Collision Center Ken Garff Auto Group Des Moines, IA www.indeed.com Greet and accommodate walk-in customers promptly. Provide timely, friendly, professional service. Provide excellent customer service by listening to customer inquiries and requests, asking questions to identify service needs, resolving customer concerns, and sell additional services when appropriate. Answer all customer telephone calls promptly, courteously, and make every effort to satisfy the caller's inquiry. Collect all payments from customers, extended warranty companies, and others. Obtain customer contact information for the CRMM. Review invoice details with customers. Assist in closing out all customer repair order tickets. Identify, recommend, and support opportunities for process improvement. Responsible for petty cash fund for service department. Coordinate, collect, input, post, and assist office in payroll of all technician timesheets and Saturday work schedule. Use computer systems to look up customer's service history, schedule appointments, enter repair order information, and manage information. Follow up, resolve, and communicate resolution of customer concerns. Maintain and update customer records and files. Make warranty and billing



adjustments. Other duties as assigned. To qualify for this position: Must be 18 years or older and be authorized to work in the U.S High school diploma or equivalent. Ability to read and comprehend instructions and information. Experience using email, Internet and Microsoft Office Valid in-state driver's license. Previous customer service experience in retail preferred Professional personal appearance. Excellent communication skills.

TRANSPORTATION ASSISTANT Iowa Donor Network Altoona IA www.indeed.com Responsible for transporting personnel, equipment and donors during the donation process. High school diploma or GED equivalent. Valid driver's license and safe driving record. Essential Job Functions: Transport organs, specimens, instruments and supplies that are needed during the donation process. Transport donors to and from designated establishments and IDN facilities. Transport IDN staff and transplant surgeons to various locations. Respond to call/page within 10 minutes and arrive to office within one hour of initial call or as specified. At peak times, may be called in to assist when not scheduled.

Assistant Child Care Provider Vine Street Child Care - West Des Moines, IA www.indeed.com assists lead teachers in the care and development of children between the ages of 4 weeks and 5 years old. Learns and adheres to DHS policies and procedures pertaining to a licensed child care center in the state of Iowa, ensuring the safety of the children at all times. ** Must be able to pass a background check and FBI fingerprinting. Individuals who cannot pass need not apply. **Local candidates only:

EMERGENCY DISPATCHER (JOB ID: 12358) Des Moines Methodist Hospital FTE: 0.300000 www.indeed.com Receives, dispatches, and records all requests for: Life Flight, Unity Point Ground Ambulance, Neonatal and Pediatric Transport. Team's working knowledge of computers with basic proficiency is required. Ability to multi-task is required. Previous dispatch experience is preferred. Working knowledge of radio communications and radio terminology is preferred. Minimum of EMT-B certification which includes demonstrated understanding of medical terminology required.

Medical Courier LabCorp Urbandale, IA www.indeed.com Requirements: License/Certification/Education: Requires a High School Diploma or equivalent. Must have a Valid Driver's License and be at least 21 years old. Job Description: At LabCorp, we understand what's important - it's the people whose lives we help improve that matter most. We connect our company and our people in ways that few companies can.

Early Childhood Educator Full Circle Child Development Center West Des Moines, IA www.desmoineshelpwanted.com Required Education and Experience: -Bachelors Degree in a child development related field or a CDA degree (for lead teacher role). -High school diploma or GED (for assistant teacher role). -Experience working with children ages 6 weeks-5 years old –

Office Assistant Lazer Electric and Plumbing Des Moines, IA www.desmoineshelpwanted.com Lazer Electric and Plumbing is seeking an upbeat, positive and self-motivated person to assist us



in a busy office. This is a part time position (20 - 30 hours per week) with benefits and the opportunity to go full time.

Warehouse/Production/Forklift Driver PDM Boone, IA www.desmoineshelpwanted.com all applicants must have forklift experience. In addition to driving a forklift, the employees will work on our vegetable oil packaging line. Operate filling equipment such as pumps, hoses and scales. Must possess basic math skills to determine weights of product. Move product throughout the warehouse using a forklift. Unload and load semi-trailers. Hours are Monday through Friday, 8am to 4:30pm. Make \$13 per hour plus excellent benefits. Health, Dental, Vision, Life, Disability & 401k with match. Uniforms provided at no cost.

Package Handler - Part-Time UPS Job ID: IADES1 DES MOINES, IA, www.indeed.com Handlers will earn \$10.15-\$11/per hour plus a weekly bonus of \$80.00 if available to work each day.

Medical Data Entry Claim Specialist American Prosthetics & Orthotics, Inc. - Clive, IA www.indeed.com ** Background in either medical or insurance data entry* Exceptional proficiencies with typing and data entry* Excellent verbal and written communication abilities* Attention to detail and ability to handle deadlines* Comfortable navigating various computer programs simultaneously* Knowledge of ICD -10 coding helpful.

WAREHOUSE OPERATIONS WORKER Iowa Department of Administrative Services - Polk County, IA www.indeed.com Must be able to pass a federal background check to obtain and keep a military Computer Access Card for access to the military network system. Must have a valid Iowa Driver's License. This position serves as Warehouse Operations Worker for the State Quartermaster and the State Property Officer within the Department of Public Defense (DPD).

Receptionist - Full Time Scheels Sportsters Moines, IA www.indeed.com The Receptionist position is responsible for providing world class customer service by providing knowledgeable and courteous assistance to all incoming calls of SCHEELS

Emergency Bed Youth Advocate Youth & Shelter Services, Inc. - Des Moines, IA www.indeed.com Description The Youth Advocate will supervise, provide support and establish rapport with the nine Youth Opportunity Center Emergency Bed participants during assigned hours, while providing an atmosphere of safety and mutual respect. Emergency Bed participants will be young adults 18-22 who are experiencing homelessness. Youth Advocates will work to ensure all basic needs of the participants are met, and that they are provided with a safe, stable environment in which to work towards stability. Duties will include checking meal preparation, youth into the facility, providing emergency needs for youth such as bedding, food and hygiene, and monitoring the facility during the overnight hours as needed. Requirements High school diploma with one year full-time experience in the human service field. Relevant experience would include training or experience in human services and basic counseling. Skills and knowledge may include First Aid and CPR certification, crisis intervention, child and



adolescent development, individual or group counseling, motivational interviewing, trauma informed care and harm reduction.

Administrative Assistant Part-time Institute for Community Alliances - Des Moines, IA www.indeed.com The Institute for Community Alliances is a private non-profit 501c3 organization providing data system management, data analysis, program technical assistance, and program evaluation to organizations across the country serving persons experiencing homelessness, at-risk and other underserved populations. The Institute is seeking an Administrative Assistant to support our staff, and management.

Patient Service Representative UnityPoint Health Urbandale Fam Phys Sports Med Urbandale, IA www.indeed.com Responsibilities: Greet patients and visitors and provide courteous, caring and professional assistance to all individuals contacting the office. Answer the telephone, screen and route all incoming telephone calls to the appropriate staff member or take messages according to office policy and procedure. Make, cancel and reschedule patient appointment maintaining appointment schedule according to office procedure. Notify clinical staff of the patient's arrival providing the time of appointment, patient's name and provider's name. Gather, verify and enter demographic and insurance information on new and established patients necessary for completion of electronic health record and insurance claim processing at each patient visit on patient accounting system. Verify all materials have been scanned into the electronic health record timely and are available for patient appointments and telephone calls.

Guest Experience Associate – Part-Time Salisbury House & Gardens - Des Moines, IA www.indeed.com Salisbury House is seeking an energetic, customer service –oriented individual to oversee admissions and greet and engage guests to our historic house museum. This is an exciting opportunity to apply your customer service skills to a well-respected cultural icon. The Part-Time Guest Experience Associate (GEA) is responsible for maintaining the highest level of customer service to ensure all guests to Salisbury House have a safe, high quality experience.

NIGHT JANITOR – ServiceMaster Green, 3069 – 99th Street, Urbandale, IA, 50322; Duties: Performs general janitorial duties including cleaning restrooms, sweep, mop and vacuum floors, remove trash, dust, etc. Most positions are Monday – Friday, starting 5:00 PM or later. Some Sunday – Thursday or weekend positions currently open. Part time positions are also available. Requirements: 18 years or older; clean criminal record; physically capable of performing janitorial tasks; may include long periods (3-4 hours) of wearing a 15 lb backpack vacuum. Must have your own transportation to get from home to work and return. No experience necessary. Must speak basic conversational English or Spanish. Please apply in person at our office (address listed above) or call (515) 633-3301 for more info. Wage varies by position \$8.00 - \$11.00/hour.