



### **Sample Job List Week June 13 – June 17**

\*\*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**

**Unit Clerical** Sodexo Inc. Des Moines, IA [www.careerbuilder.com](http://www.careerbuilder.com) Job ID2016-09129. The Unit Clerk will complete the clerical tasks assigned by the supervisor in accordance with corporate guidelines. Provide accurate, friendly, quality service to customers/clients when processing customer/client transactions. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements. Experience/Knowledge: High School diploma, GED, or equivalent experience. 0 to 1 years related experience.

**Customer Service** Call Center/Inbound Call Center Medix Des Moines, IA [www.careerbuilder.com](http://www.careerbuilder.com) As a Customer Service /Call Center Representative, you will work with both internal and external customers to ensure that all questions and concerns are handled in a timely manner. Providing excellent customer service by resolving all customers' questions/concerns over the phone. Serve as customer advocate. Work closely with management to resolve customer questions/concerns Assisting customers in an inbound customer service contact center High school diploma or equivalent certification Call Center Experience, a plus. Sharp computer skills.

**Front Office Supervisor** Marriott International, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Process all guest check-ins, verifying guest identity, form of payment, assigning room, and activating/issuing room key. Set up accurate accounts for each guest according to their requirements

**Retail Sales Consultant** – Seasonal Job ID 1196081 Office Depot, Inc. Des Moines, IA [www.careerbuilder.com](http://www.careerbuilder.com) At Office Depot and Office Max, the Sales Consultant (Seasonal) is a temporary role that is responsible for engaging and providing an exceptional customer service experience during peak seasonal selling periods..

**Hy-Vee Education and Training Administrative Assistant** Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com) Performs administrative and clerical support to the Hy-Vee University team, including scheduling and preparing rooms for training sessions. Qualified candidates will rely on instruction and pre-established guidelines to perform necessary functions of the position. High school diploma or equivalent required. Additional training or education from an accredited college/university is preferred. 1-4 years' work experience in retail stores preferred, along with knowledge of training programs and commonly-used concepts, practices and procedures within the retail field.



**Pharmacy Technician** - Non-Certified Hy-Vee, Inc. Ankeny, IA [www.indeed.com](http://www.indeed.com) Provides prompt, efficient and friendly customer service. Assist pharmacists in the preparation and distribution of prescription medications. Licensed, through a national certification program, as a pharmacy technician. High school diploma or equivalent. Working towards a licensed technician certification through a certified national program. Previous experience as a pharmacy technician or pharmacy clerk is preferred.

**Meat Specialist** Hy-Vee, Inc. Pleasant Hill, IA [www.indeed.com](http://www.indeed.com) The meat specialist is a fully skilled job that cuts and merchandises all fresh meat commodities High School or equivalent, Hy-Vee food safety training. Over one year of related work experience preferred.

**Bookkeeper/Administrative Assistant** Stivers Ford Lincoln - Waukee, IA [www.indeed.com](http://www.indeed.com) Great with numbers? Looking for a career change? Stivers Ford Lincoln has an immediate full time position available (due to an internal promotion) in our bookkeeping/accounting department

**Medical Office Receptionist Float** Chest, Infectious Diseases & Critical Care Associates, P.C. (CIC Associates) - Des Moines, IA [www.indeed.com](http://www.indeed.com) \*\*Position will be scheduled for busy days and to cover position during staff vacations and leave. Business Hours: Monday - Friday. High school diploma required. Previous experience in a hospital lab or medical office. Knowledge of medical office practices and procedures, office equipment, medical terminology, data entry, health insurance provider's rules and regulations. Knowledge of multi-line phones preferred. Knowledge of third party payor insurance and regulatory requirement preferred. Basic computer skills. Ability to speak, read and write fluent English with the ability to write legibly. Excellent organizational skills. Ability to change from one task to another without loss of efficiency or composure. Medical office or hospital experience. Organized with attention to detail. 1 year

**Hospice Aide** UnityPoint Health Des Moines, IA Des Moines UPHC Taylor House FTE: 1.000000 Ensures quality and safe delivery of services to patients according to individualized care plan under the supervision of a Registered Nurse. Completes a minimum of twelve (12) hours of continuing education programs (3 hours per quarter) or approved Net Learning offerings each year. Completes the Hospice Aide Competency Evaluation of skills each year with a satisfactory result. Provides the following essential care to patients under the direction of a Registered Nurse: Reading and recording temperature, pulse, and respiration. Basic infection control procedures. Maintenance of a clean, safe, and healthy environment. Uses appropriate and safe techniques in performing personal hygiene and grooming tasks that include: Bed bath, Tub and shower bath, Hair shampoo (sink, tub, and bed), Nail and skin care, including shaving, Oral hygiene, Toileting and elimination, Measure and record intake and output, Change bed linens, Change simple, non-sterile dressings, Launder clothing and bed linens, Safe transfer techniques and ambulation, Normal range of motion and positioning, Adequate nutrition and fluid intake, Hospice Relief Support, Communicates with Interdisciplinary Team and participates in care coordination to achieve high quality care. High School diploma or GED Completion of a Nursing



Assistant Training Program of a minimum of 75 hours Age specific care and reporting of Dependent Adult and Child Abuse training within one month of employment. CPR: Maintain a valid Basic Life Support (BLS) Healthcare Provider Card with re-certification. QUALIFICATIONS PREFERRED: 2-5 years hospice experience in a nursing or hospice facility Completion of a 120 hour Nursing Assistant course and holds current State of Iowa Certification.

**Bakery Clerk** Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) As Bakery Clerk, this position will be responsible for reviewing daily orders, preparing & replenishing products in a prompt, efficient and friendly manner. Less than High school or equivalent experience and six months of less of similar or related work experience.

**Assistant Manager**, Clothing Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com). Prefer a degree in any related discipline, or combination of education and experience. Management/supervisory experience is beneficial in the retail clothing area Basic math skills are required.

**Assistant Manager** Hy-Vee, Inc. Pleasant Hill, IA [www.indeed.com](http://www.indeed.com) instructing, assigning work, reviewing work, planning the work of others, maintaining standards, allocating personnel, and coordinating the activities of others. High School or equivalent experience. Two years or more of similar or related work experience preferred.

**Certified Pharmacy Technician** Hy-Vee, Inc. Ankeny, IA [www.indeed.com](http://www.indeed.com) 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.

**Manager** Asian Express Food Truck Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Provides prompt, efficient and friendly customer service. Responsible for and coordinates a variety of duties to ensure the food truck department operates efficiently and effectively. Works closely with the store management in reaching set goals. Responsible for Food Truck department employees High school diploma, plus 2-3 years Hy-Vee experience. Managerial experience a plus. Must have and maintain a valid driver's license.

**OS Cashier** - Airport ABM On-Site - Des Moines, IA [www.indeed.com](http://www.indeed.com) Fill in for vacation and illness. Responsible for cash transactions associated with daily and monthly parking customers. High school education or equivalent. Experience working in the customer service industry is a plus. Must have one (1) year previous experience handling cash. Excellent English communication skills. Ability to work effectively as a team player. Must have flexibility to work all shifts, including graveyard and weekends.

**Aquatics Specialist** - Plan 2 Part-time Petco Des Moines, IA [www.indeed.com](http://www.indeed.com) Have a strong interest in animal welfare and possess a high level of knowledge of aquatic life care and husbandry. Be comfortable and proficient handling and caring for aquatic life of various types and species Independently prioritize and accomplish multiple tasks within established



timeframes such as caring for aquatic life, maintaining proper water quality, setting up and maintaining displays and merchandise kits for sale and placing aquatic life orders in addition to a high school diploma or its equivalent (GED), an applicant must be able to demonstrate proficiency in the areas of mathematics and basic accounting relationships and exhibit exceptional communication skills. Minimum of one year of experience working with and/or caring for aquatic life, both freshwater and saltwater is required for this position. Qualified applicants will possess a high level of knowledge of aquatic life care and an aptitude for basic sales techniques.

**Therapy Clerical Assistant** Job Code: 3470 ChildServe Des Moines, IA [www.indeed.com](http://www.indeed.com) under general supervision, provides clerical support for the outpatient department as assigned. Duties will be varied, but can be expected to include data entry, photocopying, filing client records, answering phones and general typing. Other tasks may be assigned as deemed necessary to facilitate efficient operation of the therapy service. High School / GED Two years' office/administrative experience, including a significant amount of data entry experience. Moderate to Advanced computer skills – specifically Microsoft Office software; ability to type between 45-60 WPM; thorough in all work; with emphasis on accuracy and attention to detail; self-motivated, able to work without direct supervision

**Data Entry Specialist** Palmer Group Des Moines, IA [www.indeed.com](http://www.indeed.com) Pay: \$13.00 / hour Hours: 9:00AM-5:30PM Monday-Friday (Training 8:30AM-5:00PM for the first 3 weeks) Manage and code incoming electronic documents Audit pages in documents Capture specific information to enter into computer system Maintain already strong data entry skills due to high volume of documents 1+ years clerical or production environment experience Strong data entry skills Quick learner Highly motivated / self-starter Excellent verbal and written communication skills

**Administrative Assistant** Polk County Medical Society Des Moines, IA [www.indeed.com](http://www.indeed.com) Are you looking for a job where you help make a difference every day you work? Small professional medical non-profit organization is seeking an administrative assistant with at least 1 year of experience with strong administrative skills including; Microsoft Office 2010; Word, Excel and Access, typing 40 wpm, and strong communication/ grammar skills. Applicants should be able to work on databases, coordinate calendars, edit/ type documents, and work well in a team setting as well as independently. We are looking for applicants who are dedicated to working in a support role. Please send resumes immediately for interviews. Excellent Benefits.

**General Utility Worker** Grand View University Aramark Des Moines, IA [www.indeed.com](http://www.indeed.com) The purpose of this job is to help ensure guest satisfaction by maintaining all dishes, pots, pans, silverware, glasses, equipment, and kitchen utensils in a clean and sanitized condition. In addition, this job requires that the employee keep the dishwashing machine station, three compartment sink, and related areas clean. Minimum of one year experience Understanding of basic kitchen sanitation must be able to work holidays, weekends, and varied shifts.



**Chiropractic Assistant/Front Desk** Whole Health Chiropractic - Des Moines, IA You can learn more about our office at [www.wholehealthdesmoines.com](http://www.wholehealthdesmoines.com) Full-time Required education: Associate's Degree.

**Customer Service Agent** ER-Select - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Participate in and support customer service department goals Efficiently handle a variety of customer inquiries regarding home mortgages Become a subject matter expert of mortgage banking processes, procedures, and internal and external resources Actively identify, develop and execute best practices to better service their internal and external customers Possess strong knowledge of all Wells Fargo services to meet the needs of their customers (training) Minimize call escalations by gaining their customer's trust and confidence Prioritize quality and efficiency in resolving customer issues Associate' Degree

**Merchandise Associate** - Housewares - Full-Time Mills Fleet Farm Ankeny, IA [www.indeed.com](http://www.indeed.com) Merchandise Associates are responsible for generating sales by providing outstanding customer service, expanding and maintaining product knowledge, and general sales floor merchandising. Must be at least 18 years of age. Have obtained a high school diploma or GED. Able to add, subtract, multiply, and divide in all units of measure. Familiar with basic computer functions. Must be available to work a rotating schedule including every other weekend and occasional holidays.

**Host / Hostess** Applebee's West Des Moines, IA [www.indeed.com](http://www.indeed.com) Our Hosts greet and seat all arriving guests and acknowledge all departing guests in a friendly manner and assist in maintaining the overall guest flow of the restaurant.

**PCT** Catholic Health Initiatives Catholic Health Initiatives Des Moines, IA [www.indeed.com](http://www.indeed.com) supports the professional clinical staff by providing direct patient care and performing studies and tests as assigned by the physician or RN. These duties may vary by shift or may be unit-specific. The technician is responsible for providing care for patients of diverse ages. **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** Completion of 75-hour, 120-hour or 150-hour Certified Nursing Assistant. · Graduate of an accredited RN program may be substituted for completion of CNA program and CNA Registry. High School diploma or GED. Must be 18 years of age. Proof of completion of Mandatory Reporter – Child and/or Dependent Adult Abuse training within three (3) months of hire. · BLS certified by end of orientation period (approximately six (6) weeks).

**Collector 1** Part Time Wells Fargo West Des Moines, IA [www.indeed.com](http://www.indeed.com) Job ID Number: 5220885-1 Duties include: Using an auto-dial system to initiate customer contact and determine reason for delinquency. Using excellent customers service skills and evaluating customers' financial situations and negotiates terms of repayment to bring account current. Maintaining quality and accuracy for compliance and excellent customer service. Expected Start Date: End of July or beginning of August Part-Time working schedules after full-time training:



SUNDAY - THURSDAY: Sun 8-4:30pm, Mon 5-9pm or 5-10pm, Tue, Wed, Thu - work two 4 hours shifts on 2/3 days TUESDAY - SATURDAY: Tue, Wed, Thu - work two 4 hours shifts on 2/3 days, Fri 3-7pm, Sat 8-4:30pm\*Various shifts are available depending on tenure with WF for internal WF transfers\*The working schedules include a shift premium pay for the evening hours worked and a generous monthly incentive opportunity! Training will be FULL TIME for the first 5 weeks with the schedule of Monday – Friday 8am – 4:30pm. You will learn about regulations governing collection practices and become knowledgeable on the company's computer systems, products, services, policies and procedures and how to apply this knowledge when communicating with delinquent customers. Progressive Career Path: Collector 1, 2, 3, Collection Specialist, Team Lead, Supervisor, Manager! Collectors have also moved on to risk, quality assurance, implementation, loan administration, etc.

**Program Support Assistant(OA)** - Mental Health Department of Veterans Affairs Des Moines, IA [www.indeed.com](http://www.indeed.com) Position Description Title/PD#: Program Support Assistant GS-303-5 # 6660 Work Schedule: 8:00 a.m. - 4:30 p.m. Monday-Friday Incumbent serves as administrative/clerical/data support in the Mental Health Service Line and performs the following duties: Coordinates the mental health and substance abuse commitment reporting for VA Central Iowa Health Care System Under the direction of Mental Health Management (Service Line Director, Clinical Coordinator and Administrative Coordinator), the incumbent will function as a primary data collector in the MHSL. Provides clerical support to the service line by preparing weekly Mental Health Service Line meeting agenda, taking minutes for several groups, typing reports and various other clerical/administrative duties assigned by supervisor. The incumbent functions as TMS administrator for Mental Health. The incumbent provides back-up to/coverage for the service line secretary and program support assistant within the Office of the MH Director. This includes, but is not limited to, working with providers on encounter completion and taking service line call ins. must type 40 words per minute.

**Assistant Life & Disability Claim Analyst** - Multiple Openings Principal Financial Group Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Disability Claim Examiner, your day will be anything but routine. In this fast-paced environment, each day offers new challenges and the ability to use your excellent analytical, communication and customer service skills to assist with our clients' disability claims - all during a time in which they may be facing major changes in life. Qualifications: Bachelor's degree with one plus years of experience is preferred. High school diploma or equivalent plus 2-4 years of work experience required. Basic PC and keyboard skills with typing at 35 wpm. Ability to maintain a high degree of accuracy and pay strict attention to detail. Work independently, good analytical, organizational, problem solving and decision-making skills. Ability to maintain confidentiality and work within grey. Excellent verbal and written communication skills (must be able to communicate with individuals experiencing illnesses, financial losses, or deaths of loved ones).Strong math skills. Preferred Start Date: The anticipated start date for this position is Monday, August 22, 2016.

**New Patient Scheduler** Chest, Infectious Diseases & Critical Care Associates, P.C. (CIC Associates) - Des Moines, IA [www.indeed.com](http://www.indeed.com) Provides medical reception and clerical duties in



an outpatient clinic setting. Initiates and completes the registration process. Responsible for scheduling exams and appointments. Responsible for maintaining accurate information required for the billing process for all types of patients. High school diploma required. Previous experience in a hospital lab or medical office and known medical terminology, a plus. Previous work in a medical office: 1 year

**Department Support Assistant** Catholic Health Initiatives Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Performs clerical work and coordinates communications within the assigned nursing unit. Facilitates the information exchange process between the nursing area and other hospital departments. High School Diploma or GED required and must be 18 years of age

**Income Maintenance Worker 2** Iowa Department of Administrative Services - Polk County, IA  
This position is a member of the Des Moines Service Area (DMSA). The DMSA is responsible for determining initial and ongoing eligibility for the FIP, Food Assistance and Title XIX Medicaid programs administered by the Department of Human Services. Sixty semester hours (or equivalent academic units) from an accredited college or university.

**Program Assistant** Hawthorn Hill- New Directions Shelter - Des Moines, IA [www.indeed.com](http://www.indeed.com). To oversee the proper function and operation of the delivery of quality client shelter services. High school diploma or GED required. College degree preferred. PR, First Aid and Child Abuse Mandatory Reporting certification preferred. Minimum one year experience working in social services Local candidates only: Des Moines, IA 50312

**Assistant** Part Time 2 for U Childcare - Ankeny, IA [www.indeed.com](http://www.indeed.com) 2 For U Childcare in Ankeny is hiring for part time positions. We are looking for candidates that are as passionate about the growth and development of children as we are. General hours are from 1:00 pm to 6:00 pm High school or equivalent

**Administrative Assistant** Hy-Vee Education and Training Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com) High school diploma or equivalent required. Additional training or education from an accredited college/university is preferred. 1-4 years' work experience in retail stores preferred, along with knowledge of training programs and commonly-used concepts, practices and procedures within the retail field.

**Recreation Leader**-Wading Pool Attendants City of Des Moines Des Moines, IA [www.indeed.com](http://www.indeed.com) Oversees activities and participants at the City wading pools. May work up to 40 hours per week; between 9 AM and 8 PM, Monday-Sunday, May-August. Any combination equivalent to graduation from high school. Must be 16 years of age.

**Temporary Sales Associate** Follett Corporation Des Moines, IA [www.indeed.com](http://www.indeed.com) This position greets customers, assists customers with store inquiries, answers the phone and/or directs callers, tabulates purchases using the register for transactions. Use safe money handling procedures and secure transaction practices Receive, sort and open, as necessary, mail. May



also take outgoing mail to mailbox or Post Office. Carry and shelve merchandise inventory; may also pull and package merchandise for return to vendors. Straightens merchandise, stocks shelves, prices merchandise and may assist in setting up displays and signs.

**Multiple Positions** B-BOP'S Restaurants - Windsor Heights, IA B-Bop's is now hiring at our location in Windsor Heights. We are looking for day and night time people. We are hiring cashiers, cooks, prep work shift and closers.

**Shuttle Driver** - Airport ABM On-Site - Des Moines, IA [www.indeed.com](http://www.indeed.com) Fill in for Vacation and Illness, Generally responsible for transporting customers by shuttle from the parking facility to their destination according to route schedule. A high school diploma or GED is required. Class "D" Non-Commercial Driver's License

**Field Office Clerical** - From Ezpz2 BernieChild4 - Urbandale, IA [www.indeed.com](http://www.indeed.com). Must be able to safely drive an approved company vehicle and/or safely drive personal vehicle for work related activities. Must be able to write, read and comprehend written and verbal job instructions/information. Must be able to utilize a computer or other typing devices as well as utilize any related programs. Must have organization skills. Must be able to meet short deadlines and be able to multi-task. Must have communication skills.

**Customer Service Representative** Nationwide Des Moines, IA [www.indeed.com](http://www.indeed.com) Start Date: July 18, 2016 TRAINING SCHEDULE: 8 AM - 4:30 PM hours, Monday-Friday Your career at Nationwide will start with comprehensive training that is designed to prepare you for success as a customer service rep. Our award winning training is 14 – 16 weeks long and hours will be Monday thru Friday 8:00 AM – 4:30 PM. After training, the initial work schedule will include evening hours and weekends -

**Customer Service Specialist II** Marsh LLC Urbandale, IA [www.indeed.com](http://www.indeed.com). Supports existing policyholders through answering telephone calls, responding to inquiries, fulfilling customer requests, and performing required administrative functions. High school diploma required and college degree preferred. Customer service or sales experience preferred. Excellent written and verbal communication skills to effectively interact with customers. Excellent organizational and time-management skills to handle multiple tasks. Detail oriented to ensure accuracy. Above average problem solving skills to resolve customer service issues. Basic computer skills and the ability to navigate through multiple systems without assistance. Appropriate license must be obtained if necessary for position.

**Administrative Assistant** Catholic Charities is looking for a friendly, organized individual to provide complex administrative support duties for programs, senior management and other staff as assigned. This position serves as receptionist for the agency and also coordinates the functions and activities involving the Board of Directors. To learn more about Catholic Charities please visit <http://www.CatholicCharitiesDM.org>. For consideration, please submit your





resume, including a letter of interest to [HR@CatholicCharitiesDM.org](mailto:HR@CatholicCharitiesDM.org) or by mail to Catholic Charities, Human Resources, 601 Grand Avenue, Des Moines, IA 50309-2501.

**Customer Service Assistant (CSA)** City of Waukee, IA - Waukee, IA [www.indeed.com](http://www.indeed.com) The Customer Service Assistant (CSA) assists in day-to-day operation of the golf course providing exceptional customer service Serves the needs of customers who telephone or make a personal visit: schedules tee times, checks in golfers, rents golf carts, sells tokens, accepts payment, sells merchandise, food and beverages. High School diploma or GED preferred. Must be 18 years of age. Familiarity with the rules of golf and golf course etiquette. Confident in the use of computers and tablets and able to be trained in software required to complete the functions of the position. There is no residency requirement for this position.

**Transfer Driver** U-Haul Des Moines, IA Part-time Drive U-HAUL® trucks needing repair or maintenance, or that have been repaired, to or from a repair shop location to a U-Haul center or dealership. Tow trailers as needed. Position requires a valid driver's license and a good driving record to operate a motor vehicle. Adhere to all local vehicular regulations while driving

**Crew Member** - Hardees Westar Foods Hardees - Corner Bakery 915 ARMY POST RD, Westar location #1505869 Full Time First / Day Second / Afternoon Third / Night REQ #:607781 No prior restaurant experience required. Must be 16 years of age and have reliable transportation

**General Warehouse Worker** Job ID #: 246187 Advance Auto Parts Ankeny, IA [www.indeed.com](http://www.indeed.com) High school diploma or GED equivalent Prior warehouse experience or training is preferred but not required. One to three years related experience and or training; or some equivalent combination of education and experience. Post-hire certifications may be required to comply with safety standards as mandated by law to operate machinery or equipment.

**Prep Cook** Chili's Ankeny, IA 50021 [www.indeed.com](http://www.indeed.com) To complete food preparation in accordance with all Chili's Grill & Bar specifications and company safety and sanitation policies and procedures.

**Line Cook** - Market Grille Hy-Vee, Inc Ankeny, IA [www.indeed.com](http://www.indeed.com) The Line Cook is responsible for supporting the Lead Chef to deliver high-quality, great tasting food; proper food safety and sanitation procedures and profitability. The Line Cook is responsible for prepping ingredients and assembling dishes according to restaurant recipes and specifications. A culinary degree from an accredited university; 2+ years of Chef experience in an upscale casual dining or fine dining environment

**Breakfast Attendant**, TownePlace Suites by Marriott InterMountain Management West Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsible for preparing, setting up, and replenishing a variety of food and beverage items, cleaning and maintaining kitchen and eating areas; greeting and serving guests High School diploma or GED preferred. No prior experience is required, but is preferred.



Breakfast Attendant TownePlace Suites-Des Moines/Urbandale - Johnston, IA Set up the breakfast area for service, including stocking ice machine, soda BIB's, tablecloths, and decorations as appropriate. Stock all self-service areas with proper equipment and food items. Maintain proper standards of sanitation and physical appearance of cafeteria at all times. Assist with food preparation in banquet kitchen High school or equivalent must be available to work mornings, evenings, weekends and holidays as needed.

**All Hourly positions** The Fletcher - Ankeny, IA [www.indeed.com](http://www.indeed.com) The Fletcher Kitchen and Bar, is looking for experienced dependable Front of House and Back of House associates to fill all of our hourly positions. We are looking for individuals that can take direction, have a great work ethic, organized and have great personal skills. Please apply in person, we are located at 1802 NW Ankeny Blvd., our temporary office is open from 9 am to 8 pm and is located on the northeast corner of the building. Front of House/Back of House: 1 year

**Checker** Part-time Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com) Provides prompt and friendly service to customers and assist them when necessary. Operates a cash register and the duties which correspond. Package product, work with drive-up and/or carry-out. Replenishes product as needed. No education or experience requirements

**Housekeeping Aid** VETERANS AFFAIRS, VETERANS HEALTH ADMINISTRATION Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Housekeeping Aid, you will perform a full range of light and heavy cleaning duties and routine housekeeping duties.

**Housekeeper/Room Attendant** Econolodge Inn & Suites - State Fairgrounds - Des Moines, IA [www.indeed.com](http://www.indeed.com) Experience preferred but will train the right individual. Must be available to work any days including weekends and holidays. The candidate(s) must be able to push and pull housekeeping cart, bend, stoop, squat, pay attention to detail, excellent work ethics. Candidates must apply in person.

**Tray line Attendant** Requisition Number: 2016-11431 Sodexo Des Moines, IA [www.indeed.com](http://www.indeed.com) The Tray line Attendant may work anywhere on property where food is prepared. This person will assist in setup and serving of food from counters and steamtables. Primary function will be the setup and assembly of meals from tray line or kitchen. Duties will include cleaning and sanitizing equipment and work stations. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements. High School diploma, GED, or equivalent experience. No previous work experience required.

**Kitchen Clerk** Hy-Vee, Inc. Indianola, IA [www.indeed.com](http://www.indeed.com) Part-time Provides prompt, efficient and friendly customer service. Reviews and fills customer orders for the day. Handles food in a safe manner and ensures the work area is always clean and neat



**Bakery Designer** Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) High school or equivalent experience and six months or less of similar or related work experience.

**Customer Service Representative**-Agency Services Iowa Bankers Insurance and Services Johnston, Iowa [www.ideed.com](http://www.ideed.com) The Customer Service Representative will work under direct supervision to provide administrative services to the Agency Services Health, Life and Annuity department; operates as liaison between insurance company and appointed agent; provides administrative support High school diploma or general education degree (GED) 5 years minimum related work experience, detail orientated, familiarity with individual, group, and / or Medicare related product administration, claims research or equivalent combination of office experience. Proficient using Microsoft Office Suite (including Outlook, Word and Excel), phone, fax, copy machine, and scanner

**Loan Servicing Specialist 4** Job ID Number: 5213652-1 Wells Fargo West Des Moines, IA [www.indeed.com](http://www.indeed.com) 1+ year of experience in one or a combination of the following: customer service, loan administration, collections, or sales environment 3+ years' experience in Real Estate Collection, Lending, Servicing or Acquisitions Knowledge of Shaw/ECaR, MSP, FDR, AFS, and/or R12+ year(s) experience with attorney, outside vendors and/or customers Intermediate Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information This position requires compliance with all mortgage regulatory requirements and Wells Fargo's compliance policies related to these requirements including acceptable background check investigation results. Successful candidates must also meet ongoing regulatory requirements including additional screening and required reporting of certain incidents.

**Administrative Assistant Patient Access Rep** - Iowa Heart Center- West University - Mercy Medical Center FT 1.0 (Days)-2016-R0058270 [www.indeed.com](http://www.indeed.com) Under supervision, performs various insurance, accounting, and clerical duties in relation to our Insurance & Collection policies. Meets face to face with our adult patients to discuss insurance and collection concerns. High School Diploma or equivalent Computer experience required Prefer at least one year of experience in the medical office setting Knowledge of medical terminology desirable. Basic Life Support (BLS) for the Healthcare Provider certified or obtained within three (3) months of hire. Proof of completion of Mandatory Reporter abuse training specific to population served within three (3) months of hire. Cardiac Medical Terminology class within 6 months of hire

**Patient Service Representative** (JOB ID: 13037) Ankeny OB/GYN UnityPiont Health [www.indeed.com](http://www.indeed.com) Shift - Monday, Tuesday mornings, Wednesday, Thursday Friday Greet patients and visitors and provide courteous, caring and professional assistance to all individuals contacting the office. Answer their questions and provide non-medical information and/or direct to appropriate person or department. Answer telephone calls in a clear, calm and professional manner. Screen calls by urgency and route calls promptly, accurately, and professionally to appropriate party. Make, cancel and reschedule patient appointments



maintaining appointment schedule according to office procedure. High School or Vocational School graduate. Knowledge of medical terminology, anatomy and physiology Ability to demonstrate strong customer service skills.

**Data Entry Associate** Job Code: #4556 Pomeroy West Des Moines Iowa [www.indeed.com](http://www.indeed.com) This person will be responsible for loading data from spreadsheets into Service Now and conducting clean up, i.e. duplicates, etc. Data entry skills, detail oriented and with some technical background. The data will be working with is very technical in nature it would be best to understand some of the data they are working with. Knowledge of Configuration Management Databases would be helpful, but not necessarily required. Understanding servers, server specs, applications that run on servers and dependencies would be preferred.

**Receptionist** Williams Lea Urbandale IA Requisition # 8:00am to 5:00pm M-F16-0778 Minimum of one-year office service experience, preferably in a legal, banking or large corporate environment. Previous receptionist, switchboard or administrative assistant experience preferred. Ability to work in a fast-paced team environment. Attention to detail with emphasis on accuracy and quality. Ability to prioritize work to balance multiple projects and deadlines. Excellent verbal and written communication skills. Exceptional customer service skills. Intermediate computer skills

**Claims Service Representative I** - Express Claims Farm Bureau Financial Services West Des Moines, IA [www.indeed.com](http://www.indeed.com) \*\*\*Candidates must be willing to work the assigned schedule after training 10:30am – 7:00pm, Monday – Friday and Saturdays and Sundays on a rotational basis.\*\* Two years of college or equivalent plus prior customer service delivery experience Ability to spend 50-75% of your day on the telephone Familiarity with Windows applications and Microsoft Office Ability to learn and gain a basic understanding of property and casualty insurance policies Learn and comply with all company and governmental rules and regulations

## **Career Fairs and Events**

**Iowa Workforce Development** - Job Opportunity CAREER FAIR

When: June 27, 2016 Time: 9:00 a.m. to 11:30 a.m. Where: Prairie Meadows, Altoona, Iowa One Door Many Paths Career Fair! Prairie Meadows Skinner Ballroom Over 60 employers' six major workforce sectors: Financial, Advanced Manufacturing, Healthcare, Information Technology, and Skilled Trades & Logistics. ALL THESE EMPLOYERS ARE HIRING!! First half hour is open to the National Guard & Reserve, transitioning service members, Veterans & Family members.