



### **Sample Job List Week June 6 – June 10**

\*\*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**

**Office Assistant** Full-Time Janssen Pest Solutions, Inc. - Urbandale, IA [www.indeed.com](http://www.indeed.com). We are seeking a Full-Time Office Assistant for an immediate opening in our organization. We are a family owned and operated business. We are looking for a motivated individual who can get the job done. Hours would be Monday thru Friday 8 AM to 5 P.m. You'll need to: love variety, work independently, communicate well, be super organized, be punctual, dependable, have the ability to work under pressure and prioritize your responsibilities. Must have: knowledge of Microsoft Word, Excel, Outlook and general computer skills. Maintain a positive attitude with customers and staff, in person and on phone. High school or equivalent

**Office Assistant** (part-time afternoon) Alliance Chiropractic Center - Des Moines, IA [www.indeed.com](http://www.indeed.com) \$10 - \$12 an hour - Part-time This is an excellent opportunity for those who are available 10-20 hours per week and desire secure part time employment with a well-established business (25 years in business). Our current opening is for the afternoon shift, which runs from 2-4 p.m. until 6-7 p.m. (ideal college student hours!). The hours are flexible and there is potential for additional hours. Computer experience is helpful. Training is provided. Starting pay is \$10.00-\$12.00 per hour D.O.E. Please forward an up to date resume. We also require a cover letter specifying the following 4 items: 1. what hours you are available to work. 2. How many hours per week you are hoping to work. 3. Specific hourly wage expectations. 4. The best time of day to contact you for an interview.

**Human Resources Specialist** at The Bridges at Ankeny, Ankeny, IA [www.indeed.com](http://www.indeed.com)  
Qualifications: Education and Experience Associate's degree in human resources, business, administrative services or related field with minimum of 4 years' experience in duties in related position. Demonstrated strong recruitment success and onboarding experience. Strong demonstrated knowledge of human resource related laws and regulations, both federal and state Ability to interact with all levels of staff utilizing excellent interpersonal skills; Ability to maintain confidentiality of sensitive data; excellent verbal and written communication skills; Superior organizational skills; results-focus with superb execution and follow-through; highly detail-oriented; Efficient, highly productive multi-tasker; self-motivated and flexible; Knowledge of principles and procedures for compensation and benefits Motivated to learn Proficient in Microsoft Office (Excel, Word, PowerPoint); familiarity with HRIS system License/Certifications Professional Human Resources (PHR) preferred.

**Program Assistant** Part-time Rebuilding Together Greater Des Moines - Des Moines, IA [www.indeed.com](http://www.indeed.com) Scope: Tasks include client application intake, homeowner and volunteer relations. Provides administrative and program support. Responsibilities: Provides telephone and personal reception services to callers and guests. Client intake, application processing and



record retention. Maintain homeowner files and lists of upcoming repair needs. Maintains all related paperwork, files and homeowner / volunteer databases. Organizes monthly and annual program outcomes reports. Oversight of any office volunteer(s) and clerical special projects. Job Requirements: Primary work hours are Monday – Friday, with additional special event hours required. Ability to be flexible and work some evenings and weekends. Must be highly self-motivated and a self-starter. Must be flexible and enjoy working both independently and in a team-oriented environment. Must have valid Iowa driver's license, auto liability insurance and reliable transportation. Required education / work experience: Associates degree or higher from an accredited college or university preferred. Minimum of one to three years nonprofit paid position experience. Volunteer coordination experience a plus. Demonstrated communications skills, both oral and written. Ability to use computer applications, including web based software, Microsoft Word, Excel, and PowerPoint, Good organizational skills, ability to work on multiple tasks at the same time and adapt to change.

**Reservation Agent/ Office Assistant** (Swing Shift) \$15 an hour - Full-time, Part-time Majestic Limousine - Des Moines, IA [www.indeed.com](http://www.indeed.com) Majestic Limousine, Iowa's premier limousine company, has an immediate opening for an experienced part time Reservations Agent / Office Administrative Assistant. FULL TIME: Tues 5p-10p & Overnight\*\* Wed 10a-6p & Overnight\*\* Thurs 5p-10p & Overnight\*\* Fri 9a-4:30p Sat Overnight\*\* Sun On call during day and Overnight\*\*\*\*Overnight: on-call at home for the very occasional phone call. PLEASE INCLUDE A SHORT COVER LETTER WITH YOUR BEST CUSTOMER SERVICE STORY. Position Requirements At least 2-3 years of prior experience in office administration, reservations, or customer service. Ability to work in a fast paced environment and handle multiple tasks at the same time. Must have exceptional written and verbal communication skills. Ability to think outside the box, solve problems, and satisfy the customer. Proficient In Microsoft Excel, Word, and Outlook. Must be able to pass a pre-employment drug screen and criminal background check. Business Banking Associate Great Western Bank - West Des Moines, IA [www.indeed.com](http://www.indeed.com) The Business Banking Associate processes and maintains commercial loans, assists Commercial Lenders, and handles retail customer service issues as needed. Requirements Minimum Qualifications / Experience: High school diploma, Associate's Degree or equivalency. 1-4 years of commercial loan administrative or processing experience needed. Proficient math and computer skills. Excellent verbal and written communication and interpersonal skills. Ability to handle multiple tasks, manage time effectively and establish priorities. Detailed and deadline orientated.

**Department Secretary**-Pediatric Residency-Methodist UnityPoint Health Des Moines, IA [www.indeed.com](http://www.indeed.com) Des Moines Education Research FTE: 1.0 Full Time Responsibilities: Provides receptionist and secretarial services for the department of the Pediatric Residency Program and assists in meeting the primary goal of the department which is to promote all aspects of pediatric education within the scope of training at UPH-DM and the consortium. Requirements: High School diploma/equivalent required. Courses in typing and English. Must have completed or will complete medical terminology course and personal computer course. Receptionist/secretarial experience required. Experience with word processors, personal



computers, and transcription machines required. Must possess excellent phone communication skills, communicate effectively and have good interpersonal skills. Reads, writes, and speaks fluent English.

**Parts Delivery Driver** GATR Truck Center - Des Moines, IA [www.indeed.com](http://www.indeed.com). At GATR Truck Center, we believe in quality. From the trucks, truck parts and service we provide, to the people we employ. We currently have five locations throughout Minnesota and Iowa to service our customers. We are looking for a Parts Delivery Driver to join our Des Moines team. The primary duties of this position will include but not be limited to the following: Deliver product to the GATR customer base. Pick up parts at local vendors as needed Transport customers to and from motels, etc. as needed Clean and upkeep parts delivery staging area Maintain good appearance of delivery vehicles Notify Assistant manager or Service Department of any vehicle repair needs/concerns Clean and organize parts shelves and storage areas as required by management. Stock incoming parts as time permits. Fill orders for customers and repair shop as time permits Miscellaneous duties as assigned Greet customers courteously. Maintain a clean and orderly appearance Maintain a clean driving record Adherence to GATR Policies and Procedures, Safety Guidelines, Environmental Regulations, Equipment Rules, and other applicable regulations.

**Receptionist** National Vision, Inc. Part-time Ankeny, IA [www.indeed.com](http://www.indeed.com). Ensuring our customers have the best experience is a priority. A Receptionist ensures that customers receive courteous and prompt services in accordance to company protocol both in person and over the phone. A successful candidate will be self-motivated, organized and detail-oriented with an ability to multitask while working in a fast-paced environment. This position requires a lot of teamwork and provides a great opportunity to join a growing and successful company.

**House Cleaner / Maid** Merry Maids of Des Moines - Des Moines, IA [www.indeed.com](http://www.indeed.com) Full-time \$300 - \$500 a week. Merry Maids of Des Moines is looking for the Best of the Best to become part of our team. If you love to clean and like the idea of a rewarding career, that pays \$300-\$500 per week. Then we want YOU!!! Our policy is we never work nights or weekends. We will train you to become the best you can be at your job. We're a unique family-oriented organization. We NEED energetic housekeepers to join our award winning team. Here's what we are searching for: Local candidates only: Des Moines, IA required license or certification: Driver's License

**Dental Office Assistant** Heartland Dental, LLC Des Moines, IA. The Dental Business Office Assistant will handle various administrative tasks in our front office area. The Dental Business Office Assistant role plays an important part in communicating effectively with patients and maintaining an organized administrative schedule. Requirements: Outstanding written and verbal communication skills A friendly, positive demeanor with patients and supported dental office team members Great administrative organizational skills Strong computer skills and the ability to learn new programs Must demonstrate a thorough knowledge of dentistry and dental procedures



Exceptional customer service skills Ability to travel for training, occasionally out of state Dental experience a plus Education: Associates degree preferred, but not required

**Inbound Sales Specialist (SAFE) 1** Job ID Number:5217494-1 Wells Fargo Des Moines, IA [www.indeed.com](http://www.indeed.com) The CLG team includes Home Lending, Consumer Credit Card, Personal Loans and Lines, Direct Auto, Dealer Services, Commercial Auto, Retail Services and Education Financial Services including the professional services teams that partner with these businesses - Human Resources, Finance, Credit Risk, and Compliance & Operational Risk. Required Qualifications6+ months of sales experience, customer service experience, or a combination of both\*\*the schedule of availability needed for the position is 12:30 pm - 9:00 pm, Monday through Friday and some Saturdays and Sundays will be expected. \*\* Desired Qualifications Ability to effectively listen and elicit information Ability to address and resolve complex customer issues Excellent verbal, written, and interpersonal communication skills Basic knowledge and understanding of financial products and services Basic Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information Ability to troubleshoot common computer problems

**Sales Consultant** AFLAC Des Moines, IA [www.job2careers.com](http://www.job2careers.com). We are looking for enthusiastic, career-minded, motivated individuals to become independent insurance sales representatives, working in a professional business-to-business sales environment. As an independent insurance agent representing Aflac, you ll have the opportunity to build your own business and enjoy a flexible work schedule, while being backed with the support of a Fortune 500 company and industry leader. Bachelor s degree preferred, but not required

**Administrative Assistant** Requisition ID: NPMC18911 McGladrey LLP • Des Moines, IA [www.glassdoor.com](http://www.glassdoor.com) In this position, you will be responsible to perform a variety of advanced administrative functions/support for the Des Moines, IA office and general administration of the office. This includes scheduling appointments, giving information to callers, typing memos, transcribing notes, and researching and developing presentations from templates. This is an opportunity to work with a dynamic group of motivated professionals at various levels and an excellent opportunity to showcase your strong technical and customer service skills. Qualified candidates will possess the following: 2 years relevant administrative assistant experience Previous experience in accounting or professional service environment a plus Intermediate to advanced Microsoft Office 2007 skills essential Strong oral and written communication skills (spelling, grammar, sentence structure and punctuation)Effective organization and time management skills, follow procedures, improve efficiency Ability to manage multiple tasks and shift priorities as necessary to meet deadlines Flexible demeanor, pro-active thinker, positive attitude, maintains confidentiality Ability to prepare presentations including changes, graphics and tables, speaker note and handouts to include proofread for accuracy and finalize documents professionally, strong attention to detail Ability to take direction, ask appropriate questions and complete tasks independently

**Administrative Assistant** Turner Construction WEST DES MOINES IA [www.glassdoor.com](http://www.glassdoor.com)



General Provisions: The Administrative Assistant provides administrative support to a department or business unit. Qualifications Two or more years' experience in general office responsibilities and procedures. Working knowledge of Microsoft Word and Outlook; Excel and PowerPoint helpful. Must be able to work independently and as part of a team.

**1st Shift Production** Iowa Staffing Des Moines, IA [www.indeed.com](http://www.indeed.com) Immediate 1st shift production positions available in West Des Moines, IA. The hours are Monday thru Friday 6 am-2:30 pm. Hours may include weekend and overtime. Recent manufacturing, construction, or machine operating experience preferred. Below are the requirements: -50 pound lifting Read a tape measurement Ability to accurately complete paperwork -Reliable transportation to West Des Moines, IA (not on a bus line) -Pre-employment E-Verify, drug screen, and background check

**Customer Service Representative/Dispatcher** (87855) Midwest Regio Headquarters - Ankeny, IA [www.indeed.com](http://www.indeed.com) It is the duty and responsibility of the Customer Service Representative to answer the phone promptly and pleasantly, take the customer's order in a detailed, timely, and professional manner, and to record accurate delivery and product information on that order. Education/Experience Minimum of a high school diploma or general education degree (GED) required. AA degree or college level experience preferred. Valid state driver's license and satisfactory driving record is required. Education and or experience in construction and concrete field required. Prior experience in Dispatch preferred but not required.

**Assistant Executive Housekeeper** Hotel Towne Place Suites by Marriott West Des Moines, IA [www.indeed.com](http://www.indeed.com) Apply online at <https://www.cognitofirms.com/InterMountainManagement/EmploymentApplication> or reply to this ad with your resume. Competitive starting wages and excellent benefits. Flexible schedule is a must- Nights, weekends, and holidays possible. Must be able to pass background check and drug screen. Local candidates only: West Des Moines, IA 50266 Required experience: Housekeeping Supervisor: 1 year

**Detailer** Frito Lay Part-time Des Moines, IA. The Part-Time Detailer is a part-time position that is responsible for merchandising Frito-Lay's complete line of quality products to existing accounts while driving your personal vehicle to a variety of store locations. Detailer hours vary based upon assigned route and average less than 20 hours per week. This includes weekend and holiday work. The Detailer position offers: Competitive base pay and a flexible schedule.

**Backroom Team Member** TARGET Urbandale, IA [www.indeed.com](http://www.indeed.com) Keep merchandise organized and accessible. Work as part of a fast, fun and friendly Backroom team. Maintain a clean, great-looking store. Quickly and accurately respond to merchandise requests. Help drive sales by pulling merchandise quickly and accurately. Place items on shelves and sales floor. Lift 40 pounds repetitively and assist with heavy merchandise. Move merchandise safely using the proper equipment. Use technology to read instructions and enter information. Work



independently. Use excellent planning and organizational skills. Target merchandise discount. Competitive pay. Flexible scheduling.

**Warehouse Worker I** Interstate Batteries Urbandale, IA [www.indeed.com](http://www.indeed.com) Responsibilities: Perform all warehouse jobs including : Receiving, Put-a-ways, Picking, Replenishments, Packing, Palletizing, and Shipping Ensures continuous process improvement Responsible for the physical custody and overall safeguarding of the inventory Process inbound receiving of containers or full truck, truck pallet shipments, and small parcel shipments Assist with deliveries Qualifications: High school graduate and strong basic math skills Minimum 1 year experience in warehouse operations, operating experience including RF equipment, forklift, power jack and shrink wrap machine preferably in battery warehouse environment Working knowledge of computers High degree of accuracy and attention to detail. Advanced organizational skills Cooperative team like attitude Ability to work alone or in groups large and small

**Patient Care Coordinator** ASI Audiology & Hearing Instruments Des Moines, IA [www.indeed.com](http://www.indeed.com) \$10 - \$14 an hour. We are looking for a person who has great patient facing skills and who is passionate about helping people. You must have a warm, friendly personality and be able to speak with purpose on the phone. Your responsibilities will include managing appointments, maintaining patient records, keeping track of clinic inventory, and receiving payment for goods and services. Required Skills: Must be comfortable on the phone. Computer Knowledge is required. Excellent Customer Service ability. Must exercise Patient Confidentiality.

**Barista and Cashier** DSM Airport/Aero Service Group Des Moines, IA [www.indeed.com](http://www.indeed.com) \$9 an hour - Part-time Friedrichs Coffee is looking for engaging and energetic people to add to our team. Full and Part-Time positions available.

**Fraud Investigator** Alorica Des Moines, IA [www.indeed.com](http://www.indeed.com) Responds to requests and calls from customers related to client specific programs and products Identifies and responds to customer's needs based on designated procedures of account/client Makes attempts to resolve issues and deescalate issues of irate or dissatisfied clients Escalates calls to supervisor when necessary and appropriate Responds to requests for assistance while on-rent, including extensions, directions, vendor calls, processing of credit card authorizations Minimum Education and Experience: High School Diploma or GED required; graduation from a college with an Associate's degree preferred Customer service experience Phone related customer service Sales experience Familiarity with Microsoft Windows, Word, and Excel applications Fluency in Spanish required for LAC agents (preferred) Other client specific requirements as necessary

**Guest Service Aide** Marriott International, Inc Des Moines, IA [www.indeed.com](http://www.indeed.com) Part-time Greet and escort guests to rooms. Open doors and assist guests/visitors entering and leaving property. Inform guests of property amenities, services, and hours of operation, and local areas of interest and activities. Identify and explain room features to guests (e.g., use of room key, mini-bar, ice and vending areas, in-room safe, valet laundry services). Transport guest luggage





to and from guest rooms and/or designated bell area. Assist with luggage storage and retrieval. Assist guests/visitors in and out of vehicles, including assisting guests with loading/unloading luggage. Supply guests with directions. Arrange transportation (e.g., taxi cab, shuttle bus) for guests/visitors, and record advance transportation request as needed. Communicate parking procedures to guests/visitors.

**County Youth Coordinator** ISU Extension and Outreach Altoona, IA [www.indeed.com](http://www.indeed.com) Iowa 4-H and the County Youth Coordinators will focus on Positive Youth Development. Staff will work with youth, volunteers and professionals to plan, implement and evaluate a progressive series of educational programs and experiences that work toward multiple life skill outcomes (Productive Citizens, Outstanding Communications, Effective Leaders, and Successful Learners). This position should empower youth to reach their full potential through Youth-Adult Partnerships and research-based experiences. Required Qualifications Bachelor's degree in family consumer sciences, youth development, education, agriculture, communications, or related area. Two or more years' experience in one or more areas of the position description Experience working with youth and volunteers Experience with volunteer development Experience with Positive Youth Development Preferred Qualifications Bilingual; fluent in a second language Experience organizing events and activities

**Financial Advocate**-Post Acute Resource Pool UnityPoint Health Des Moines, IA [www.indeed.com](http://www.indeed.com) Des Moines Methodist Hospital FTE: 0.40 Part Time Responsibilities: As the initial contact to the department, uses personal skills to quickly build a positive relationship with persons served. Demonstrates ability to effectively manage details by accurately completing registration, verifying payer coverage, processing orders/referrals, maintaining medical records and completing billing procedures. Creates a welcoming environment for persons served. Effectively manages positive relationships with referral sources and other members of the team. Requirements: High School graduate or GED equivalent. Completion of medical terminology course preferred. Other related education a plus. Two years billing, financial counselor, or health care related experience preferred. Must have working knowledge of Microsoft Office products and Outlook. Must be flexible to learn additional IT applications as assigned. Ability to read, write, and speak fluent English.

**Service Car Porter** Ramsey Mazda Subaru Urbandale, IA [www.indeed.com](http://www.indeed.com) Full-time, Part-time We are looking of a full or part time person in our service department. Duties include getting vehicles for customers, washing cars, moving cars, running errands for service and keeping our rental fleet clean and fueled. Must be able to work well with others and the public. Must be able to work Saturday 9am-1pm. Must be self-motivated and dependable. Must have clean driving record. Please apply in person by seeing cashier for application or reply to this ad. No phone calls please. Dave Davis Service Manager Job Type: Full-time Local candidates only: Urbandale, IA

**Door/Security** Gas Lamp - Des Moines, IA [www.indeed.com](http://www.indeed.com) \$8 an hour - Part-time Check ID's to ensure individuals entering are of legal drinking age Accept door charge and keep accurate



count of patrons Work with bartenders to avoid any situations that may be detrimental to the bar and/or patrons Closing duties that include restocking, sweeping, and mopping

**Wellness Center Staff** Ankeny Family YMCA Ankeny, IA [www.indeed.com](http://www.indeed.com) \$7.75 an hour - Part-time

**School Photographer** Lifetouch National School Studios Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com)  
As a School Photographer, you will: Provide clear Picture Day direction and expectations for parents, school personnel and student helpers Work closely with staff to establish appropriate classroom work flow and effectively resolve issues Organize materials, assemble equipment and ensure that all supplies are available on Picture Day Maintain and transport equipment in a safe manner between schools according to company guidelines. Represent Lifetouch in a professional manner at all times while adhering to all company and school policies Maintain confidentiality of school and student related information Safeguard equipment and money at all times we offer comprehensive, paid training. Specific qualifications for the School Photographer position include: High school diploma or equivalent. Previous customer service experience and the ability with both school-age children and adults. Ability to present a positive and professional image Willingness to work a varied seasonal schedule, including early mornings and long days as necessary Willingness to travel up to 50-100 miles Valid U.S. driver's license as well as reliable, insured and registered transportation (in compliance with state laws) to reach assigned locations and while transporting photography equipment Ability to lift and operate camera equipment, up to 40 lability to pass a background check

**Customer Sales & Service Representative I** Mediacom Communications Corporation West Des Moines, IA [www.indeed.com](http://www.indeed.com) Answer customer calls and provide a positive customer experience in a prompt and professional manner. Calls include selling Mediacom services, resolving billing concerns, troubleshooting service issues and scheduling service and installation appointments. Preferred Skills/Experience: Entry level; 1-2 years prior work experience in customer facing or technical role preferred. High school diploma required, Associates/Bachelor's Degree preferred. Effective communication skills. Data entry and computer experience. Ability to work evenings, weekends and holidays. Ability to work overtime when needed. Ability to sit for extended periods of time

**Receptionist/Office Administrator** CPI Telecom - West Des Moines, IA [www.indeed.com](http://www.indeed.com) JOB RESPONSIBILITIES: Answer telephone calls and connect to the proper CPI personnel Greet customers Order all office supplies Assist the Support Team by pulling weekly production reports with use of Excel and RPM (software) Track orders and tasks Enter information as needed Create reports Assign tasks to Support Team members as needed Monitor the CPI Support Email bucket as needed, correspond with customers as needed, and assign service tickets to the Support Team as they come in from customers Coordinate CPI events Coordinate Executive Team travel itineraries as needed Assist in getting the mail daily Assist the Sales Team by requesting customer information from the carrier's as needed/requested Assist Commissions as needed with reporting/requesting promotion pay-backs from carriers





**JOB SKILLS:** Proficient with Microsoft Word, Excel Excellent communication skills Strong ability to multi-task Detail-oriented and self-starter Be willing to learn about the products and services that CPI offers **HOURS OF AVAILABILITY:** 9am-3pm with some flexibility is desired

**Member Service Consultant Supervisor** Collins Community Credit Union [www.indeed.com](http://www.indeed.com). We are actively recruiting for Assistant Member Consultant Managers to work primarily in our retail stores; to assist the membership and staff by delivering innovation, quality and value in our products and services. This position will be responsible for the daily oversight of the branch and its staff, while actively assisting with the membership's requests. Qualified candidates will ideally possess past sales experience, cash handling and the ability to work in a fast-paced and fun environment! This position will work on average between 38-40 hours a week, with nights and weekend availability. Training for this position will require travel to Cedar Rapids, IA.

**Office Manager** Inland Truck Parts and Service Des Moines, IA [www.desmoineshelpwanted.com](http://www.desmoineshelpwanted.com)  
Requirements Microsoft Word & Excel HS Diploma / GED Must have experience/knowledge of accounting Must have experience with bookkeeping & financial transactions Typing/Keyboard and 10 key by as well as other office equipment Excel CS skills Ability to lift up to 30 lbs. Must have a valid DL and good driving record AR experience preferred Ability to be self-directed and make decisions

**Guest Services Coordinator** Salon W, LLC Des Moines, IA [www.indeed.com](http://www.indeed.com). Greet guests, book appointments, facilitate transitions, answer phones, answer questions, anticipate service preferences by ascertaining the mood and style of guests, remember repeat customers by name and preference Qualifications: computer skills (Microsoft office and/or iWork), customer service experience.

**Store Clerk** Goodwill Industries of Iowa Des Moines, IA. [www.indeed.com](http://www.indeed.com) The Store Clerk will receive donations from the public and maintain records of incoming goods and processed merchandise. The Store Clerk will also sort, clean, test, and price donations. The Store Clerk will assist with placing merchandise on the sales floor and with merchandise rotation. Hours include days, evenings, and weekends. Qualifications: Education/Experience High school diploma or its equivalent or currently attending high school or GED classes, or a minimum of four (4) years of any of any combination of military service, high school, or related full-time paid employment.

**Housekeeper** - Holiday Inn Express & Suites Job Tracking ID: 512244-537129 Sherman Associates, Inc Des Moines, IA [www.indeed.com](http://www.indeed.com) The Holiday Inn Express & Suites - Des Moines Downtown, a Sherman Associates operated franchise, is currently seeking both Full-Time (FT) and Part-Time (PT) Housekeepers to provide cleaning services and to maintain the high level of guest satisfaction that makes Holiday Inn Express & Suites the premier lodging choice for Des Moines travel. Clean occupied guest rooms. Clean/reset guest bedroom and bathroom areas according to established standards. Organize and stock cleaning cart and organize linen closets on floors assigned. Assist other housekeeping associates in maintaining clean and organized



work and public areas. No prior housekeeping experience required. Customer service experience in the hospitality industry strongly preferred.

**Lot Attendant** Charles Gabus Ford Urbandale, IA [www.indeed.com](http://www.indeed.com). RESPONSIBILITIES:  
Moving customer vehicles to ensure smooth and efficient traffic flow through the facility  
Maintaining an orderly service parking area, lot and vehicle display, car preparation, shop and showroom appearance Wash, wax, and buff the vehicle clean interior and exterior windows  
Vacuum and scrub interior of vehicle Apply dressing on tires and tire wells Utilize special purpose cleaners to ensure lasting cleanliness of vehicles Retrieving customer vehicles from the parking lot when their bill is paid Able to drive both automatic and standard transmission vehicles Professional appearance Valid driver's license is required Must be willing to submit to background check

**Lot Attendant** KIA of Des Moines Urbandale, IA [www.indeed.com](http://www.indeed.com) RESPONSIBILITIES:  
Moving customer vehicles to ensure smooth and efficient traffic flow through the facility  
Maintaining an orderly service parking area, lot and vehicle display, car preparation, shop and showroom appearance Wash, wax, and buff the vehicle Clean interior and exterior windows  
Vacuum and scrub interior of vehicle Apply dressing on tires and tire wells Utilize special purpose cleaners to ensure lasting cleanliness of vehicles Retrieving customer vehicles from the parking lot when their bill is paid Able to drive both automatic and standard transmission vehicles. Professional appearance Valid driver's license is required Must be willing to submit to background check

**Breakfast Attendant** Job Tracking ID: 512244-537134 Holiday Inn Express & Suites Des Moines, IA [www.indeed.com](http://www.indeed.com) Breakfast Attendants to provide maintain a well-stocked and breakfast buffet area and provide both cleaning and customer service support to common areas in order to maintain the high level of guest satisfaction that makes Holiday Inn Express & Suites the premier lodging choice for Des Moines travel. Organize and stock breakfast area and retail displays. Assist other associates in maintaining clean and organized work and public areas. Support guest service's needs.

**FT GENERAL CLEANER (OPERATIONS)** Marsden Bldg Maintenance DES MOINES, IA ENERAL CLEANING, MOPPING, DUST MOPPING, VACUUMING, SPOT CLEANING GLASS, DUSTING, and ETC. Screening Requirements: Criminal Background Check This is a Full-Time position 1st Shift.

**Warehouse Team Lead** - Receiving/Packing Interstate Battery System of America - Urbandale, IA Minimum 3 years' experience in warehouses operations, operating experience including RF equipment, forklift, power jack, pack station, and shrink wrap machine preferably in a fast-paced warehouse environment.

**Forklift** 1050694 QPS Employment Group Des Moines IA [www.indeed.com](http://www.indeed.com) \$12.00-\$14.00 Hourly - Preparing shipping docs such as: Packing lists, putting shipping labels with correct orders, strapping orders to pallets Make sure daily shipping, receiving inventory is done in



proper time and accurately Will be working mostly on forklift loading and unloading trucks and putting orders where they belong Maintain clean warehouse with sweeping area May also be asked to break down broken pallets with hammer, or rebuild pallets using power tools and table saw

**Warehouse Personnel/Driver** REQUISITION NUMBER2190 DXP - Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities include, but are not limited to: Shipping and receiving putting up stock staging work-in-progress materials. Pulling inventory for orders and/or transfers Dropping off orders Cycle counting Shipment tracking must be detail oriented and dependable Ability to work independently must have excellent customer service and computer skills Acceptable driving record required according to company guidelines

**Breakfast Attendant** TownePlace Suites West Des Moines, IA [www.indeed.com](http://www.indeed.com). We are now accepting applications and hiring for Breakfast Attendant- part time position available. Apply online at <https://www.cognitofirms.com/InterMountainManagment/EmploymentApplication> or reply to this ad with your resume. Competitive starting wages and excellent benefits. Flexible schedule. Must be able to pass background check and drug screen. Salary: \$11.00 /hour Local candidates only: West Des Moines, IA 50266

**Team Member**, PRODUCTION JOB Job Number: 2015-4589 1913 Guthrie Ave Des Moines, IA [www.indeed.com](http://www.indeed.com) The Production Team Member is responsible for producing high quality dough within PJ Food Service specifications, maintaining all equipment in a highly sanitized environment and ensuring all dough is handled properly.

**Accounts Payable Clerk** Hummel's Nissan Des Moines, IA [www.desmoineshelpwanted.com](http://www.desmoineshelpwanted.com) we are looking to hire for our Accounts Payable position. The position duties will include but are not limited to: -Processing vendor invoices and check requests for payment. This includes reviewing, coding, entering, and ensuring appropriate supporting documentation - Correspondence with vendors -Processing daily bills & writing checks -Responsible for providing support as required by the Office Manager -Other duties as assigned

**Office Assistant** Hummel's Nissan Des Moines, IA [www.desmoineshelpwanted.com](http://www.desmoineshelpwanted.com) We are looking to hire for an Office Assistant Position. The position duties will include, but are not limited to: -Assisting customers -Answering multi-line telephone -Assisting with Inventory & Accounts Receivable -Other duties as assigned.

**Accounting Clerk 1** Iowa Department of Administrative Services - Polk County, IA [www.indeed.com](http://www.indeed.com). This position is located at the Collection Services Center. Responsibilities include performing Financial Instrument Verification and Payment Posting in CSC Pro (PC based payment processing system). Payment Entry tasks include: posting child support payments to CSC Pro by reviewing the financial instrument and remittance information using scanned images to determine where payment should be applied. SHIFT: 7:00 a.m. - 5:30 p.m. Monday, 8:00 a.m. - 4:00 p.m. Tuesday through Friday Minimum Qualification Requirements



Graduation from high school or G.E.D. equivalency and one year of clerical experience which involved the compilation, tabulation, verification, recording or examination of financial, statistical or related numerical information.

**Bakery Manager** Hy-Vee, Inc. Johnston, IA [www.indeed.com](http://www.indeed.com) Supervisory Responsibilities: Instructs, assigns, reviews and plans work of others. Maintains standards, coordinates activities, allocates personnel, acts on employee problems, and selects new employees. Has the authority to approve employee discipline. Has the authority to recommend employee transfer, discharge, and salary increases. High school or equivalent experience from on-the-job training, sanitation courses, and over one year of related work experience.

**Receptionist/HR Assistant** Ankeny Community School District Ankeny, IA [www.indeed.com](http://www.indeed.com) Part-time (The front desk will be closed during school breaks and have abbreviated hours in the summer, therefore work hours will be reduced during those times.) MINIMUM QUALIFICATIONS: High School diploma. Secretarial or related experience. Experience with phone systems. Proficient in written and oral communication and utilization of technology, or such qualifications as the Board may find appropriate and acceptable. PREFERRED QUALIFICATIONS: Proficiency with Windows PC programs, specifically, Excel and Word. Experience with creating and posting information to the web. Experience or aptitude for personnel software systems like Pentamation.

**Certified Med Aide** Wesley Life West Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Description: As a Certified Medication Aide/Certified Nursing Assistant (CMA/CNA), you will have an opportunity to develop lasting relationships and be an advocate, friend and coach to those you serve to ensure they reach their personal health and wellness goals. Job Requirements: This position requires Certification as a Medication Aide and Nursing Assistant. You must actively be on the Registry in the State of Iowa and in good standing as a C.N.A. Beginner to intermediate levels of computer skills are required with previous experience with electronic medical records preferred.

**Direct Care Worker/Home Health Aid/ CNA**- Certified Nursing Assistant BrightStar Care Des Moines, IA [www.indeed.com](http://www.indeed.com) Part-time Job Duties include: Provide client care according to approved Plan of Care Assist clients with personal care and hygiene Provide transportation as required Assist in providing a safe environment for client Comply with all documentation and record keeping requirements Certified Nursing Assistant / CNA Job Requirements include: DCW/HHA or CNA certification 1 year experience. Valid driver's license Reliable car / auto insurance Clean background and criminal record.

**Front Desk/Reception** Talent Care LLC - Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities The Front Desk Receptionist works with the staff and doctors to keep the office running smoothly and efficiently. This includes handling calls, scheduling exams, checking patients in and out, verifying insurance, updating contact information at each visit, and assisting with referrals. REQUIRED SKILLS include: \* Extremely efficient, organized and resourceful \*Must be flexible



and able to function well in a fast-paced environment with great interpersonal skills to deal with many personalities \*Strong decision making skill \*Exceptional verbal and written communication skills \*Strong attention to detail \*Shall be able to read, write, and speak English well enough to effectively communicate with patients and other staff members \*Have knowledge of computer operations and proficiency in the use of basic word processing, data entry, and automated records High School diploma \*Proficient in Microsoft Word and Excel.2 years assisting in an eye care practice, diagnostic testing and patient care. \*Additional front office or office management experience.

**Seasonal Golf Course Staff** Hubbell Realty Company - Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Seasonal Golf Course Staff Copper Creek Golf Club & Events Center in Pleasant Hill and Woodland Hills Golf Course in Des Moines invite you to apply for a seasonal golf course position in the following areas: Golf/pro shop staff Bartenders and concessions staff. Outside services, carts and range Starters and rangers. Prep cooks Golf course maintenance staff.

**PSE SALES & SVCS/DISTRIBUTION ASSOCIATE** United States Postal Service Norwalk, IA [www.indeed.com](http://www.indeed.com) External Publication for Job Posting 10027401 This job has an exam requirement. Currently, applicants for this posting who do not yet have an exam score are being invited to take the exam. Examining will continue until capacity has been reached. Window training is required after hire, followed by an end-of-training test on which employee must qualify to remain employed. PSEs can be scheduled any hours and the position is intended to be very flexible, including weekends and holidays as needed. PSEs must be available to work when needed

**Service Center Specialist** YMCA Supportive Housing Campus - Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Operating within the policies, procedures, and practices of the YMCA of Greater Des Moines, this position is responsible for assisting potential tenants with required eligibility, application, and leases processes, providing general customer and tenant support, managing tenant concerns and issues , monitoring the facility, and performing basic clerical and office functions and duties. Service Center Specialists are responsible for exemplifying the Y values and building relationships to foster a sense of community with our tenants. American Red Cross CPR-PR/AED/First Aid Certifications or equivalent certifications approved by the YMCA American Red Cross Blood Borne Pathogens Training or equivalent training approved by the YMCA Y Orientation Session Y Emergency Procedures Training Must be at least 21 years of age High School Diploma or equivalent Minimum of three years customer service experience Minimum of two years' experience working in a customer service position for a housing type facility.

### **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.