



Sample Job List Week May 31 – June 3

This list is compiled from a variety of sources and is only a small representation of the open positions in our area. This list in no way endorses any of the employers listed but is simply to be used as a resource for those in job search. *

POSITIONS

Retail Customer Service Associate FedEx Job ID 1913625BR Des Moines, IA www.careerarc.com

The Retail Customer Service Associate consistently delivers a positive customer experience to all customers, utilizing consultative skills to anticipate customer needs, suggest alternatives and provide solutions. This customer service focused team member is knowledgeable in all areas of the Center's business, including print, signs & graphics, and shipping. They will be responsible for taking orders, coordinating activities in the Center, providing pricing and product information, and recommending appropriate FedEx Office products and services. The Retail Customer Service Associate will operate and maintain a wide variety of equipment, move boxes and equipment, stock materials, manage the production queue and output, manage complex projects, manage retail supply, and complete assigned tasks based on priority. General Duties and Responsibilities Minimum Qualifications and Requirements

High school diploma or equivalent education 6+ months of specialized experience. Excellent verbal and written communication skills. For new hires, must meet all FedEx Office employment qualifications in force at time of hiring. For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook.

Office Administrator Illahee Hills Retirement Community - Urbandale, IA www.indeed.com

Answer incoming calls and greet walk in traffic in a polite professional manner, which may include Inquiry Intake of potential residents, general questions, family members and/or vendors. Making sure to direct/pass messages to the appropriate party. Account Receivable – conduct collections, send letters and make calls as needed to ensure AR balances are within company expectations. Payroll – ensure associates Kronos records are accurate and timely to ensure payroll is processing accurate pay checks. Complete New Hire Paperwork for all new associates to community. Ensure accuracy and timely submission to Home Office for payroll & benefit purposes. Resident Relations – answer questions, provide back up support and assistance to the EC as needed Sales support – provide back up support to Asst Manager on Tours and Leases. General Community Paperwork – responsible for mail, marketing packets, menus, print schedules, do thank you cards, mass market emails, etc. Other duties as assigned. Qualifications High School diploma or GED Minimum of 2 years of experience providing office support. Thorough knowledge of Microsoft Office Suite and ability to quickly learn other programs. Proven customer service skills Good communication skills, both written and verbal Self-starter, team player, not afraid to jump in and assist where needed

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



Kitchen Assistant Manager Hy-Vee, Inc Des Moines, IA www.indeed.com instructs, assigns, reviews and plans work of others. Maintains standards, coordinates activities, and allocates personnel. High school or equivalent experience with Sanitation (Food Safety) courses encouraged and one year of similar or related experience.

Stock Team The Plaza at Jordan Creek Rack Nordstrom West Des Moines, IA www.indeed.com Work in the eye of the storm, keeping the stockrooms and sales floor organized, re-stocked and tidy as shoppers hunt for the great deals they're looking for Assist the team with inventory control initiatives Have a high school diploma, or equivalent, preferred

Night Baker Panera Bread Franchise Des Moines, IA www.indeed.com Requirements 1-2 years as a baker or a bakery background preferred. Minimum age – 18 years of age.

Cleaner Housekeeping Full-time, Part-time the Queen of Clean, LLC. - West Des Moines, IA www.indeed.com The Queen of Clean is hiring part-time or full time house cleaner--Day position. We also have a par time weekend position available. Hiring ASAP for good hard workers with no criminal background. Hourly rate plus mileage reimbursement. Awesome company to work for--great work environment. Call our office today to schedule a time to come in and fill out application. Background checked, driver's license, vehicle, and auto insurance required. Opportunity for quick growth with this quickly growing company. Call office today at 515-528-8723.

Child Watch Saturdays Part-time Wellmark YMCA - Des Moines, IA www.indeed.com Supervise activities in the child watch area. Ability to read, write, and perform simple mathematical functions. Online New Employee Orientation (available in the YMCA Training Program) Online New Employee Safety Orientation (available in the YMCA Training Program) Y Leaders Orientation (available in the YMCA Training Program) American Red Cross CPR-PR/AED/First Aid Certifications or equivalent certifications approved by the YMCA (available in the YMCA Training Program) American Red Cross Blood Borne Pathogens Training or equivalent training approved by the YMCA (available in the YMCA Training Program) Mandatory Child Abuse Reporter certification (available in the YMCA Training Program).

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



communication skills Previous experience using Excel in a work environment Primary Location Iowa-Ankeny

Cashier (Seasonal) TARGET West Des Moines, IA www.indeed.com

DOCK WORKER Dayton Freight Lines Des Moines, IA www.indeed.com As a Dock Worker, you will load and unload freight in a productive, safe and claims-free manner. Although DFL Dock Workers do not work inside a warehouse, you must maximize space when loading freight. Minimum Qualifications: 18 years of age Basic math skills Fluent in English Able to pass a drug screen

Customer Service Representative Supervisor Northwest Bank Des Moines, IA www.indeed.com To effectively train, supervise and motivate Customer Service staff to provide the highest level of quality customer service. To supervise and coordinates activities of workers engaged in receiving and paying out money and keeping records of transactions within the Bank. To promote the Bank and its products to customers and employees, providing prompt, efficient and courteous service in an effort to develop ongoing, long-term customer relationships by performing the following duties: EDUCATION and/or EXPERIENCE Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Transaction Processor Temp through July Xerox Urbandale, IA Requisition ID: 16002121 www.indeed.com Position located in Urbandale, IA Monday - Friday 1st shift hours may vary from 6:45am - 3:30pm This is a temporary position scheduled through the end of July 2016 Must be at least 18 years of age Must have a High School Diploma or GED Must be able to pass a background check and drug screening Looking for someone who is comfortable operating an Inserter Machine and working in a mailroom

Courtesy Clerk Part-time Hy-Vee, Inc. West Des Moines, IA www.inde4ed.com Provides prompt, efficient and friendly customer service. Packages purchases and assists customers with delivery to their mode of transportation.

Clerk/ Cashier/ Teller Rochester Armored Car Des Moines, IA www.indeed.com Rochester Armored Car, Cash Vault Services Division has an immediate opening for a full-time teller at our local cash processing facility. You will be responsible for the preparation of deliveries for ATM machines; deposit verification and preparing currency orders for financial institutions. If you enjoy working in a fast-paced production environment and have the ability to multi-task, enjoy detailed work that is also physical and like operating currency equipment and computer systems, and do not want to be tied to a desk in an office, this may be the opportunity for you. You will receive on-the-job training with an experienced Cash Teller. Job Requirements Teller / Bank Teller or Casino experience helpful but not required previous experience preparing cash deposits and/or change orders helpful but not required Ability to stand for extended



periods of time. Must communicate with customers and co-workers. Unrestricted wrist, hand and finger dexterity At least 21 years of age Honesty and integrity a must.

Lead Instructor/Lead Teacher Temporary Youth Tech Inc. Des Moines, IA www.indeed.com
Youth Tech Inc. is seeking a lead instructor for its' locations in Ankeny, Des Moines area camps. Youth Tech Inc. is a non-profit computer camp who is dedicated to providing enrichment opportunities for students with a passion for leaning. Required experience: Education: 1 year.

Transport Assistant Part-time Golden Heart Senior Care Des Moines, IA www.indeed.com
Job Description: Part-Time Driver needed Monday through Friday for about 16-18 hours a week. Must be available 11 am to 4 pm. Will operate their own vehicle to transport residents to and from doctor appointments. Job Requirements Driver(s) must High school diploma or general education degree Be kind, caring, compassionate and dependable Be able to pass a background & criminal record check Pass a drug Screening test Have at least 1 year Drivers experience Provide proof of US citizenship Have a reliable vehicle & proof of auto insurance Ability to commit 15 to 20 hours per week Preferably a non-smoker Basic Computer skills preferred
Housekeeper/Laundry Attendant - Part time Part-time Angels in the Home West Des Moines, IA www.indeed.com
Angels in the Home is currently in need of a friendly and energetic employee who enjoys cleaning and housekeeping. Shift would include vacuuming, dusting, mopping, laundry, and occasionally running errands for 2 clients. House is already kept in clean condition, but need someone to continue the cleaning and housekeeping, as clients like a very clean home and are both busy professionals. Applicant must be comfortable with dogs (all are well-behaved and inside pets Requirements: Valid Driver's License Auto Insurance Kind and Energetic attitude Must be Dependable Must be Honest Clean Background Previous Experience w/ housekeeping To apply, please respond to this ad or call 515-645-9117. For more information on how to contact Angels in the Home, please visit our website at www.angelsinthehome.com

Bilingual Individual Investor Specialist I - #219480 Full-time, Temporary Fulltime, Temporary Des Moines, IA As a Bilingual Individual Investor Specialist, you will educate and assist 401K participants by answering inbound phone inquiries about their retirement accounts and help them take action to prepare for retirement. In this fast paced, high energy environment, helping people is not only rewarding, but our number one priority! Associates or Bachelor's degree preferred or 2+ year's customer service experience required. FINRA Series 6 licensing will be required within the first 6 months. (Note: We may consider bringing in individuals at a higher level with prior experience or licensing.) Ability to speak English and Spanish fluently is required

Individual Investor Specialist I - Pension - #219479 Full-time, Temporary Principal Financial Des Moines, IA www.indeed.com As an Individual Investor Specialist, you will educate and assist 401K participants by answering inbound phone inquiries about their retirement accounts and help them take action to prepare for retirement. In this fast paced, high energy environment, helping people is not only rewarding, but our number one priority! Education & Work Experience: Associates or Bachelor's degree preferred or 2+



Warehouse Clerk SourceHOV Des Moines, IA www.indeed.com Purpose: Responsible for shipping/receiving and warehouse operations Qualifications for Position: High School Diploma or Equivalent Ability to read, write and speak English.

Recruiter Assistant RUAN Des Moines, IA www.indeed.com provide administrative and telephone support within Driver Recruiting. Prescreen applicants, place advertisements in various media sources, and perform administrative duties for the recruiting area. Education: High School Diploma/GED or equivalent work experience Prefer college graduate for career progression opportunities Experience: 1-2 years' Experience with high call volume, data entry and customer service. Year's customer service experience required. FINRA Series 6 licensing will be required within the first 6 months. (Note: We may consider bringing in individuals at a higher level with prior experience or licensing.

Scheduling Coordinator Access Systems, Inc Des Moines, IA www.indeed.com ESSENTIAL FUNCTIONS Responsible for scheduling all devices and appointments for Copier Installation Team, as well as various functions for Copier Service Team when needed Dispatch team members to designated assignments. Provide ongoing support for clients regarding scheduling progress. Conduct client satisfaction surveys Responsible for managing multiple tasks to ensure complete customer satisfaction of scheduled installations and appointments. Upholds great level of customer service at all times and communicates accordingly. Flexibility and willingness to independently navigate areas of unfamiliarity. Ability to manage multiple tasks at once. REQUIREMENTS Associate s degree and 1-3 years related experience or equivalent combination. Possess excellent communications skills both in verbal and written form. Must have a strong dedication to customer service. Scheduling/Logistics ability and/or experience a plus.

Office Associate Kmart Hourly Part-time Urbandale, IA www.indeed.com Jobs in this category are responsible for assisting in all office functions including general office and cash office procedures. Some essential duties include reviewing Selling Price and Unit Adjustments, unit integrity, invoice accuracy, shipment logs, invoice register reports, reconciling daily cash and printing reports as directed. Responsibilities/Skills/Experience Requirements Must be 18 years of age or older

Guard House Security Officer-FT/PT American Security Des Moines, IA www.indeed.com This position requires excellent communication skills, customer service, attention to detail, and the ability to walk/stand for extended periods of time. Duties include: maintaining safety and security of the assigned facility, monitoring employees and entrances/exits, completing yard rounds, access control, gate guard duties (Vehicle Inspections, checking in and out vehicles, taking inventory of outbound merchandise at a retail location).Evenings and weekend availability needed. Must be able to work in all weather conditions. Must be proficient in basic math skills, be able to identify (after training) different types of building materials by style,



label, color, or identifying marking. Must have verifiable work history. Must be able to deal with customers tactfully and professionally.

Call Center Representative TrueRPO - Urbandale, IA www.indeed.com The purpose of this position is to support 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 0-2 year's customer service experience preferred.

Bakery Clerk Hy-Vee, Inc Indianola, IA 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.

Restaurant Manager - Market Grille Hy-Vee, Inc. Indianola, IA www.indeed.com Plan, organize, direct, and coordinate the workers and resources of the Market Grille for the efficient, well-prepared, and profitable service of food and beverages. Bachelor of Science degree in hotel/restaurant management is preferred. A combination of practical experience and education will be considered as an alternate. Two to four years of related work experience.

Italian Express Clerk Hy-Vee, Inc. Indianola, IA www.indeed.com As a Italian Clerk, this position will be responsible for taking orders from customers over the telephones or counter. High school or equivalent experience and six months or less of similar or related experience.

Administrative Technician CenturyLink Des Moines, IA Provide administrative support to Facilities Manager(s), Building Specialists, and other Real Estate team management as needed High School diploma Computer literate (able to type 30+ words per minute)
Proficient in MS Word, Excel and Power Point

Hotel Front Desk Clerk Des Moines/Urbandale Hilton Garden Inn - Des Moines, IA www.indeed.com The Des Moines/Urbandale Hilton Garden Inn is looking for customer service driven individuals to fill our full time position! This position has flexible hours and you must have availability on weekends to help our guests in our beautiful hotel! The right candidate will have some computer experience, cash handling skills, professional appearance and the ability to multi-task as well as being able to provide a welcoming check-in experience for our guests, while providing excellent customer service during their stay and leave an unforgettable impression on our guests so they can't wait to come back! \$12/hour or DOE. You may apply online at www.ohospitality.com or in person at 8600 North park Drive in Johnston.
Administrative Support Staff Iowa Home Care, LLC. West Des Moines, IA www.glassdoor.com Experienced clerical support is needed to help our agency with administrative and clerical duties. Knowledge of medical terminology is plus. Must be highly organized, able to multitask, have attention to detail, and exhibit exceptional customer service skills. Must be proficient in working on computers and answering multiline phones in a medical office environment. This



position will have a variety of duties and will be providing support to multiple departments. Please apply online at www.iowahomecare.com, or email your resume to humanresources@iowahomecare.com, or apply in person at 2500 University Avenue, West Des Moines, IA 50266.

Floral Clerk Part-time Hy-Vee, Inc Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Creates beginning levels of design work floral arrangements and fills necessary merchandising needs. Assists customers with placing orders and completes the paperwork. Takes deliveries and makes delivery lists. Less than High School or six months or less of similar or related work experience.

Office Administrator Full-time, Part-time Hanger, Inc. Des Moines, IA www.indeed.com
Position Summary: Medical Office Administrator will provide the highest level of customer service to patients, fellow employees and referral sources through the coordination and administration of the "front office" activities. Typical responsibilities include all aspects of the clinic administrative operations from scheduling appointments, validating insurance and payment authorization, inputting claims, processing payments, performing account collections, conducting billing research and responding to telephone inquiries. Ensure billing for all services provided is accurate, timely and fully documented. Provide efficient cash collection through excellent reimbursement practices while ensuring compliance with relevant laws, regulations and established Company policies and compliance programs. High school diploma or GED required. Minimum Job Experience Required: 2 years of office administrative experience
A valid driver's license and driving record within the standards outlined within Hanger's Motor Vehicle Safety Policy and Procedures.

Receptionist Part-time Woodlands Creek Des Moines, IA www.indeed.com Provide clerical support, answer telephones, greet guests, respond to residents' requests. Assist in planning and implementing services to residents, families and guests. Maintain safety throughout the community for the residents. Excellent customer service skills Knowledge of or willingness and ability to learn computer programs used in this community Proficiency in keyboard and data entry skills and ability to use ten-key calculator (preferably by touch) Ability to perform mathematical calculations accurately and at a 12th grade level Organizational skills Effective problem-solving skills Experience or interest in working with older adults Cheerful personality and creativity Mature and friendly approach Reading, comprehension and writing ability at 12th grade level or higher Willingness to learn and help others Must be at least 16 years of age
Weekends – Saturday and Sunday 8:00 am to 4:30 pm every other weekend (2 weekends per month)

HR Administrative Coordinator Job Code: 3442 Part-time ChildServe Des Moines, IA www.indeed.com Provides administrative service and support to the Human Resources departments which may include staff relations, recruiting, learning and development, volunteer coordination, or other programs. Possesses a valid driver's license and carries state of Iowa required minimum vehicle insurance.



Warehouse Worker Full-time Cross Dillon Tire - Des Moines, IA www.indeed.com Fun fast paced environment. Commercial Tire Company looking for a fulltime warehouse team member. Working directly with warehouse manager and sales staff. Responsibilities would be sorting inventory, picking sales orders, checking receivers, handle deliveries, unloading and loading of semi-trailers with new, used, and junk tires. Must be able to lift heavy objects and drive a forklift. Detail oriented a huge plus. Valid driver's license a plus required experience Warehouse: 1 year

Teller Full Time Affinity Credit Union - Des Moines, IA www.indeed.com Responsibilities include: - Conducting financial transactions: Deposits, Withdraws, and Check Cashing for members - Assist with member inquiries concerning products and services (in person or on phone) - Ability to refer products and services. Looking for candidates that can deliver above and beyond routine member service standards. Full Time hours vary Monday through Friday 7:45-6:00 and Saturdays 9-12. Required education High school or equivalent

Warehouse Processor 10182444 Cintas Grimes, IA www.indeed.com Cintas is currently looking for a Warehouse Processor to become a partner within our First Aid and Safety division. The job duties will include receiving and processing incoming and outgoing orders, maintaining the organization of the warehouse, tracking orders and backorders, pulling orders, and working with vendors and customers to maintain the highest level of customer service.

Claims Service Representative I - Express Claims Farm Bureau Financial Services west Des Moines, IA www.indeed.com Whether you are assisting someone report the first notice of loss on a personal or commercial claim or taking ownership for handling the fast-track claim to settlement, as an ECT Claim Service Representative, you will leave the first imprint of the Farm Bureau claim experience. Although property and casualty insurance experience is a plus, we will teach the right candidate to investigate, evaluate and settle auto and property claims that do not require field investigation. 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. A Successful candidates will have: 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 Learn and comply with all company and governmental rules and regulations.

Guest Attendant/Housekeeper Full-time VALUEPLACE - Ankeny, IA www.indeed.com Looking for a quick learner to cover front desk and help with housekeeping. Must be able to work nights and week-ends. Need to be a team player and be able to work independently. Need some one that is honest and a hard worker.

Admissions Counselor – Continuing and Graduate Programs Simpson College Part-time Indianola, IA www.indeed.com Simpson College seeks an enthusiastic professional who is eager and committed to representing the College in the recruitment of part-time students to the evening and weekend undergraduate and graduate programs offered on Ankeny and West Des



Moines campuses Actively recruit and provide follow-up to prospective students. Manage all communications with prospective students Develop and maintain a tracking system of recruiting efforts to create reports and analysis of recruitment efforts and programs. Schedule prospective students to work with academic advisors to enroll in courses. Represent the College at college fair, community meetings and other networking events. Hold a Bachelor's degree; with one to two years' experience in admission or recruitment. Possess excellent communication, interpersonal, and organizational skills. Have the ability to prioritize time and activities, show initiative

Customer Counter Associate / Customer Service \$13.64 an hour - Contract Opusing Corporation - Des Moines, IA www.indeed.com Primary duties include support responsibilities for the customer counter such as: greeting customers, inspecting shipments and shipping documents, and other general support responsibilities.

Universal Worker (FT Days) Elim Care Des Moines, IA www.indeed.com We are looking for team members who can relate to seniors, maintain a professional, upbeat attitude, have an eye for detail and the ability to present yourself in a professional manner. We are currently seeking Full-Time Day Shift Universal Workers. Universal Workers are highly valued by staff and residents alike! Hours: 12 hour shifts 7:00 am - 7:00 pm Rotating shift Monday, Tuesday, Friday, Saturday, Sunday Wednesday, Thursday Duties: Provide residents with desired services in a caring, safe and timely manner Assist residents with maintaining and cleaning their apartments apply online or pick up an application and submit to: Attn: Shelly Barryhill/Angel Ward Village Assisted Living 2571 Guthrie Ave Des Moines, IA 50317 Ph: 515-265-2571 | jobs.elimcare.org High school diploma or equivalent.

Medical Office Specialist 491152 The Judge Group Des Moines, IA www.indeed.com This job will have the following responsibilities: Screen healthcare information received and refer members to their provider / other appropriate provider for additional info Facilitate the authorization process for requests that require clinical judgement Assists members and providers with basic questions regarding Health Plan Benefits and Utilization Management requirements. Perform other duties as assigned Qualifications & Requirements: Ability to follow HIPAA regulations Excellent verbal communication Demonstrated ability in a telephonic / customer service oriented role Willingness to work any shift needed

Billing Specialist WorldWide Logistics Des Moines, IA www.ziprecruiter.com THE JOB Assist with invoicing processes as assigned regarding billing and customer payment Data entry of invoices in multiple systems Process Proof of Delivery documents, calling carriers to follow up when necessary Process incoming documents by opening, sorting, scanning, indexing and distributing from mail, email or fax sources Provide back-up for Invoicing Document Processor Call carriers and request past due paperwork Some Accounts Receivable tasks, including courtesy reminder calls to customers regarding outstanding balances MUST HAVES High school diploma Previous logistics industry background preferred 1 year experience in entering invoices required Fast, accurate data entry skills Proficient with Microsoft Office Team player with



exceptional customer service skills and attention to detail Self-motivated and able to work independently in a fast-paced environment.

Admin/Accounts Position Part Time/Full Time Des Moines, IA www.regionalhelpwanted.com
Applicants should be proactive, hard-working, a quick learner, outgoing and sociable with excellent communication skills. You should also possess previous office experience, with strong Excel and numerical skills, and good general computer proficiency. You do not need accounts experience to apply. Primary Job Duties Include: Managing Daily Mail managing Daily Banking Activities Scanning Daily Documents Order and Organize Office Supplies Credit Control Issue Invoices via Email to Customers Customer Care Calls Maintaining CRM (Salesforce) Sales Support as Needed Online Research Other Duties As Required by Office Management

Retail Cashier Reference Code 20586 Pilot Flying J Altoona, IA 50009 www.monster.com Retail cashiers are responsible for providing customers with fast and friendly service at the sales counter. Other responsibilities include managing shelves and inventory, operating the cash registers, and maintaining the overall appearance and cleanliness in the store.

Assembly Line Production Worker Pro Staff Urbandale, IA www.indeed.com Maintains safe and clean working environment by complying with procedures, rules, and regulations. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Conserves resources by using equipment and supplies as needed to accomplish job results. Documents actions by completing production and quality forms. Contributes to team effort by accomplishing related results as needed. Required experience: Assembly line: 1 year

Checker Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com

Salad Bar Express Clerk Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com

Health Market Clerk Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com

Italian Express Clerk Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com

Patient Access Representative Days at Mercy Hospital in Des Moines, IA www.indeed.com JOB SUMMARY Responsible for duties in support of departmental efficiencies which may include: but not limited to performing scheduling, registration, patient pre-admission and admission, reception and discharge functions. Must obtain complete and accurate patient demographic information. Patient Access representatives also must employ proper, compliant patient liability collection techniques before, during & after date of service. KNOWLEDGE, SKILLS, ABILITIES Minimum typing skills of 35 wpm Demonstrated working knowledge of PC/CRT/printer Knowledge of function and relationships within a hospital environment preferred Customer service skills and experience Ability to work in a fast paced environment Ability to receive and express detailed information through oral and written communications Understanding of Third Party Payor requirements preferred Understanding of Compliance standards preferred Must be able to perform essential job duties in at least two Patient Access service areas including ED. Uses proper negotiation techniques to professionally collect money



owed by our Patients/Guarantors. Builds and maintains collaborative relationships with both internal and external Clients that lead to more effective communication and a higher level of productivity and accuracy. Must be able to appropriately interpret physician orders, medical terminology and insurance cards while maintaining Conifer Standards of Care. High School Diploma or GED required 0 – 1 year in a Customer Service role. 0 – 1 year administrative experience in medical facility, health insurance, or related area preferred some college coursework is preferred.

General Cleaner Requisition Number: General Cleaning 1: VSI: 472 Vonachen Services Inc. Des Moines: IA www.indeed.com VSI is looking to fill multiple General Cleaner openings at an industrial location in Des Moines, IA. Job duties include, but are not limited to: dusting, mopping, vacuuming, disinfecting restrooms, cleaning of offices, etc. Shifts available are on 1st or 3rd, 12 hour shifts on rotating days of the week. Starting pay is \$8.50-\$9.00/hour. Must pass a background check and drug test.

PT GENERAL CLEANER (OPERATIONS) this is a Part-Time position 1st Shift. Marsden Bldg. Maintenance DES MOINES, IA www.indeed.com GENERAL CLEANING, MOPPING, DUST MOPPING, VACUUMING, SPOT CLEANING GLASS, DUSTING, ETC...

Cleaner Superior Cleaning, Inc. Des Moines, IA www.indeed.com Cleaner needed in downtown Des Moines. 13 hours per week. Monday thru Friday after 5:00pm (the Friday cleaning could also be done on Saturday). All applicants must fill out our Application for Employment to be considered for hire, even if resumes are sent. To receive an application, call (641-753-3496) or visit our website at superiorcleaningiowa.com.