



Sample Job List Week July 11 – July 15

***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. ***

Infant Toddler Specialist/Parent Educator Drake University Des Moines, IA www.indeed.com
Drake University Head Start is seeking an individual to provide comprehensive child development and family support services to low-income parents with infants and/or toddlers (birth to three years of age). Bachelor's Degree or Associate's Degree and two to four years of experience. (Degree must be in the following areas: infant/toddler development, child development, early childhood, or related field.) Two years' experience working with infants, toddlers and their families required. Bilingual skills and home visiting experience preferred. Current Iowa Driver's license and the ability to be covered by the University's insurance carrier required.

Customer Account Representative Rent-A-Center Des Moines, IA www.indeed.com
As a Customer Account Representative, you would be responsible for: Maintain accurate records of customer account activity, to include current and past due accounts Review past due accounts and communicate in person and via phone with the customers to promote timely payments Collect customer payments on a timely basis and meet daily/weekly collection standards
Qualifications Must be at least 19 years of age High school diploma or GED Friendly with great communication skills Excellent customer service skills Valid state driver's license and good driving record Must be able to lift and move (push/pull) heavy items and merchandise as needed Typically works 38-40 hours a week depending on business needs.

Part Time Cook/Food Prep Vintage Hills Retirement Community Indianola, IA www.indeed.com. We are the industry leaders in senior housing. One of the most important services we provide is upscale dining. We feel our residents should have great satisfaction in every meal. We look to our kitchen staff to provide outstanding service in all our dining service programs and meal preparations and presentation. If you have 1-2 years of experience as a cook, you have a passion for seniors and you take pride in your work, you are just the person we are looking for. Required education: High school or equivalent Required experience: cook for retirement community, hotel, restaurant: 2 years

Dietary Assistant Part-time The Evangelical Lutheran Good Samaritan Society Indianola, IA www.indeed.com As a Dietary Assistant you will be responsible for serving nutritious, appealing and appetizing meals in an attractive environment. To qualify for the Dietary Assistant, you must have effective communication skills and be able to work with individuals of all ages.

Cook Part-time. The Evangelical Lutheran Good Samaritan Society Indianola, IA www.indeed.com. As a Cook you will be responsible for preparing and serving nutritious, appealing and appetizing meals. To qualify for the Cook, you must have effective



communication skills and be able to work with individuals of all ages. Additional requirements of the Cook include Prior work experience in quantity cooking and therapeutic diets or related experience in a similar type of facility is preferred.

Bakery Designer Full-time, Part-time Hy-Vee, Inc. Indianola, IA www.indeed.com As a Bakery Designer, this position will be responsible for decorating bakery items. You will assist customers with their bakery orders by the telephone and in person at the store. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. High school or equivalent experience and six months or less of similar or related work experience.

Sales Representative Erie Construction Des Moines, IA www.indeed.com ERIE Construction is an industry-leading home improvement company, providing our customers with a shop-at-home convenience. We are experiencing tremendous growth and we are seeking dedicated, enthusiastic Outside Sales Representatives to join us! Our representatives are on a draw plus commission structure, with unlimited earning potential. Average earnings are \$50-\$70K nationwide with our top performers Job Requirements as an outside Sales Representative, you will be spending time with customers in their homes to determine their needs and discussing their options, while providing quality customer service. You will be given the opportunity to create self-generated leads. Daily motivational sales meetings will ensure you stay fresh and are always closing! As our Outside Sales Representative, you should have a background in providing quality customer service necessary for this position. Sales experience a plus, but not required Must be ambitious and results oriented Flexible schedule available working days, evenings, or Saturdays Valid driver's license and reliable vehicle

Legal Assistant Full-time HUPY AND ABRAHAM, S.C. West Des Moines, IA www.indeed.com Hupy and Abraham S.C., a personal injury law firm headquartered in Milwaukee, WI, is looking for a motivated Legal Assistant for our West Des Moines office. Our Legal Assistants are responsible for opening new files and working with them until settlement. Please review the following responsibilities and requirements prior to applying RESPONSIBILITIES: Open new client files & request accident reports as needed Provide exceptional customer service to clients while updating them on claim status and obtaining medical status updates Send letters of representation to third party liability carrier(s) Work with health care providers to ensure that medical bills are being billed to client's health insurance or med-pay Update insurance companies and subrogation providers on status of claims. Request and review medical records & bills to obtain details of medical treatment from accident or loss. Draft damages letters to send to liability carrier(s) Act as the clients "go to" person for questions regarding medical treatment, bills etc. Maintain and update computer database (Time Matters) REQUIREMENTS: Qualified candidates should have strong administrative experience. Experience in a law firm preferred. Demonstrated superior customer service skills Innovative problem resolution Ability to work independently Ability to multi-task and thrive in a fast paced/dynamic environment Excellent verbal and written communication skills Computer experience should include basic knowledge of Outlook, Word, and Excel High level of professionalism and confidentiality



Full Time Teller Affinity Credit Union Des Moines, IA www.indeed.com Full Time hours vary Monday through Friday 7:45-6:00 and Saturdays 9-12. We are looking for team players to join our team. If you have strong communication skills, are outgoing, and enjoy working around friendly people, this may be what you are looking for! 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. Required education: High school or equivalent.

Teller/Member Service Representative Full-time, Financial Plus Credit Union Des Moines, IA www.indeed.com Financial Plus Credit Union is looking for a Teller/Member Service Representative to deliver the best service to our members. Previous teller experience a plus, but will train the right person. Must have good communication and customer service skills. Need to have experience with office equipment and PC. Excellent starting pay and full range of employee benefits, including 401k. Excellent locations with free parking.

Office Assistant Temp / Contract-to-Hire - 23049 Palmer Recruiter Contact: Daphne Baumgartner www.indeed.com Our Des Moines client is looking for an excellent Office Assistant! Duties Include: Answer, transfer, and direct calls Process and track deliveries and pickups, Perform light bookkeeping functions, including QuickBooks Perform A/R on invoices and collect on past due accounts Send W-9's to customers File, scan, and organize office documents Set up new customer accounts in the system Qualifications: Diploma required QuickBooks proficiency required Strong written and oral communication skills Proficiency with Word, Excel, Outlook Excellent customer service skills Attention to detail and organization Ability to multi-task and prioritize work

Client Service Associate –Clive Full Time Lincoln Savings Bank - Clive, IA www.indeed.com Performs basic teller transactions using own judgment regarding the validity of transactions presented including: Night drop, mail, change orders, drawer balancing, coin and currency maintenance, and stop payments. Previous banking experience preferred/ or retail experience, Task oriented and diplomatic, Outstanding problem-solving skills, Must be patient and conscientious, Detail oriented with a focus on accuracy, Enjoys being creative and has an enthusiastic attitude

Delivery Driver Full-time CERTIFIT AUTO BODY PARTS Urbandale, IA www.indeed.com Delivery drivers are responsible for: Helping to pull orders for delivery in the warehouse when needed. Loading parts into the delivery van. Making good delivery time while obeying traffic laws. Giving good customer service, along with a positive attitude & energy. Willingness to help the store in general on slow days if deliveries aren't available. Keeping personal vehicle clean inside, and out and being aware of service lights should they appear on the dashboard. Responsibly and reliably attending work each day to help our small team to effectively get the job done. Required license or certification: Basic Driver's License Required education: High school or equivalent



General Utility Worker - John Deere Financial Part-time Aramark Johnston, IA
www.indeed.com Monday-Friday Day Hours 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.
Qualifications: Minimum of one year experience Understanding of basic kitchen sanitation
Must be able to work holidays, weekends, and varied shifts Must be able to perform repetitive tasks and stand for extended periods of time

Receptionist/Administrative Assistant Full-time Mid-Iowa Solid Waste Equipment Co., Inc. - Johnston, IA www.indeed.com Mid-Iowa Solid Waste Equipment Co., Inc. - Johnston, IA
Required education: High school or equivalent Required experience: Front desk, customer service, multi-line phones & some accounting.: 5 years

Guest Services Representative Full-time Econolodge Inn & Suites - State Fairgrounds - Des Moines, IA www.indeed.com Candidate must possess strong phone and communication/customer service skills, cash handling, credit card processing, handle reservations, check guests in and out, professional appearance, very reliable, must be available work any shifts and weekends, ability to work independently. Room for advancement for the right individual. High School graduate preferred. Need to apply in person. Required education: High school or equivalent Required experience: customer service, cash handling: 2 years

Agent – Station Agent (Airport Customer Service & Ramp) Envoy Air Des Moines, IA
www.indeed.com Station Agents perform a variety of tasks to keep our ground operations running smoothly, efficiently and on-time. Responsibilities may vary at each airport and may include customer service (above wing), ramp service (below wing) work, or a combination of both. Position Requirements Minimum Age: 18 High school diploma or GED equivalent
Must possess a valid state driver's license; some license restrictions may prohibit a candidate from being eligible for this position Must be able to carry, bend, lift and turn with bags weighing up to 75 lbs. Ability to work rotating shifts including nights, holidays, weekends, days off, and be able to report to work on a regular and timely basis Requires flexibility to work additional hours beyond the regular shift, on short notice, and as needed due to operational necessity
Must be able to perform all duties in various weather conditions and time constraints
Ability to read, write, fluently speak and understand the English language Possess the legal right to work in the United States Position Preferences A minimum of one year of customer service experience Some locations may desire previous airline experience including working knowledge of an airline's ticketing system and/or ramp operations Additional Position Details Tattoos, body piercings and/or tongue rings may not be visible while in company issued uniform at any time; tattoos cannot be covered with adhesive bandages or by other methods to render them not visible. Candidates must fulfill a fingerprint based criminal background check to qualify for unescorted access privileges to airport security identification display areas (SIDA), if applicable.



Candidates must be able to secure appropriate airport authority and/or US Customs security badges, in addition to clearing other airport related requirements, if applicable. This position may be subject to the Department of Transportation (DOT). Federal law requires Envoy to determine a candidate's history with the DOT drug and/or alcohol violation(s) or refusal(s) to test before hiring him/her into a safety-sensitive position.

Part Time Sales Associate - Cosmetics Von Maur www.indeed.com Responsibilities: A Sales Associate - Cosmetics provides excellent service to customers, in person and over the telephone. Maintains merchandise and department visual presentation.

Beauty Sales - Estee Lauder Part-time The Estee Lauder Companies West Des Moines, IA West Des Moines, IA www.indeed.com Looking for trendsetters with a passion for beauty and a determination for success. Represent a family company that is committed to investing in our greatest asset, you! Join a world of ongoing training and development on cutting edge techniques and the opportunity to become your personal best. When asked for referral name or job code, please put: MG 508SP

Health Advocate U.S. Committee for Refugees and Immigrants (USCRI) - Des Moines, IA www.indeed.com DUTIES AND RESPONSIBILITIES The Health Advocate will work closely with the Refugee Wellness Program case managers to provide cultural and linguistic support through direct interpretation, case management, cultural navigation and provider trainings. The Health Advocates will engage with members of their community served by the USCRI – Des Moines Refugee Wellness Program and support them on the path to improved physical and mental health. The Health Advocate will create meaningful connections between refugees and healthcare providers to ensure their long-term well-being. REQUIREMENTS High school degree; Bilingual in English and Arabic languages; Experience in case management, health care services, or social work preferred; Ability to work as a team member and independently, with high level of self-motivation; Ability to work efficiently in a fast-paced environment, troubleshoot, and follow projects through without loss of attention to detail; Ability to work independently as well as be a team player; Exceptional interpersonal skills, including keen listening ability and relationship building; Proficient in Microsoft Office; Must have a valid driver's license, insurance, clean driving record and personal transportation; and Dedication to the human rights of refugees, immigrants, asylum seekers, and displaced people.

Administrative Assistant Rees Associates - Des Moines, IA www.indeed.com Rees Associates is looking for Administrative Assistant full-time - Duties: Provide office support activities for multiple supervisors. Manages the company's lobby area. Greets and directs all visitors, including vendors, clients, job candidates and customers. Handles special administrative projects, as well as overflow work from Accounting and HR departments. Extensive software skills and strong communication skills are required and sensitive to confidential matter. Helpful with account payable, payroll and scheduling warehouse background to assist departments. Dependability is IMPORTANT Required experience: Receptionist: 2 years



Donor Recruitment Specialist Call Center - P/T LifeServe Blood Center Des Moines, IA www.indeed.com want to work on a great team while helping to save lives in your community? LifeServe Blood Center currently has a part-time opening in our Donor Recruitment Center. We're looking for pleasant, upbeat team members who enjoy talking on the telephone. Education and/or Experience: Call Center experience preferred 1 year customer service required Working knowledge and experience working on computer system required High School/GED

Van and Dock Worker Part-time Andrew Distribution Inc. - Des Moines, IA www.indeed.com Saturday night can driver and dock worker needed for Saturday nights. Located at the Des Moines Register print site at 7400 Register Drive. Need to have good driving record. Pay from \$60.00 to \$100.00 per night. If interested please apply at the Des Moines Register print site. 7400 Register Drive (south of the Des Moines Airport) use northeast lower entrance between 9PM and midnight every night and ask for Don

Dealer Trade Driver Part-time Billion Automotive Des Moines, IA www.indeed.com. This part time position works as needed and has flexible hours. Need to be available on short notice. Drives may be anywhere from 45 minutes to 10+ hours. Driver dealer trade cars to and from other dealerships Inspecting vehicles for defects, filling cars with gas, and delivering paperwork other duties as assigned REQUIREMENTS Valid Driver's License Acceptable driving record Able to drive manual and automatic transmission vehicles

Service Desk Support Specialist I, II, III -2 Openings Federal Home Loan Bank of Seattle Des Moines, IA www.indeed.com Service Desk Support Specialist I, II or III - Two Openings Responsibilities: Create, answer, analyze and escalate incidents and service requests in person or by phone, email, or service desk ticketing software. Provide timely assistance to Service Desk calls, emails, and inquiries. Begin the troubleshooting process. Provide exceptional customer service to respond appropriately to any customer concern, need or call for assistance. Qualifications: Level I requires 2 year degree or equivalent experience including 2+ years' of experience with Microsoft desktop software including Windows, Excel, Word, Access, PowerPoint, and Internet Explorer and/or 2+ years of experience with PC hardware. Level II requires 4 year degree or equivalent experience including 4+ years' experience with Microsoft desktop software including Windows, Excel, Word, Access, PowerPoint, and Internet Explorer and/or 4+ years of experience with PC hardware. Ability to provide professional customer service and training to non-technical users at all levels. Experience with VMware View or other virtual desktop infrastructure. Extensive experience supporting Microsoft Office suite and Windows desktops. Experience with Mac OS support desired. Level III requires 4 year degree or equivalent experience including 7+ years' of experience with Microsoft desktop software including Windows, Excel, Word, Access, PowerPoint, and Internet Explorer and/or 7+ years of experience with PC hardware & networking. Ability to provide professional customer service and training to non-technical users at all levels. Knowledge and experience with ITIL Management Framework. Ability to conduct research into a wide range of computing issues.



Experience with VMware View or other virtual desktop infrastructure. Extensive experience supporting Microsoft Office suite and Windows desktops. Helpdesk experience preferred.

Childcare Provider Full-time, Part-time 2 For U Childcare - West Des Moines, IA www.indeed.com 2 For U Childcare in West Des Moines is hiring for both full-time and part-time positions. We are looking for candidates that are as passionate about the growth and development of children as we are. To succeed in this position, you will need to:
2 For U Childcare in West Des Moines is hiring for both full-time and part-time positions. Pass a background check. Have a genuine interest working with children. Have a positive and friendly attitude. Have a nurturing and loving disposition. Have excellent verbal and written communication skills. Be a team player. Have a flexible schedule. Ensure the daily care of every child by following all licensing guidelines and implementing all company standards.
Required experience: Childcare: 1 year

Receptionist/Scheduling Coordinator Full-time American Prosthetics & Orthotics, Inc. - Clive, IA
As a receptionist you will be responsible for the following Greet patients upon arrival and departure Answering multiline phones Scanning and copying invoices Develop professional level relationships with physicians and their staff Document requests from referral sources Must possess; Medical office experience be a self-starter Dependable A great attitude

Housekeeper Part-time Lifespace Communities, Inc. - Des Moines, IA www.indeed.com The Housekeeper is responsible for maintaining clean and sanitary conditions in assigned areas, such as resident homes, common areas, dining room and other locations in the community. Clean assigned resident homes and common community areas to include cleaning and disinfecting washrooms, cleaning floors and dusting. No experience required. A willingness to learn is needed. Ability to read, write and speak English sufficient to perform job duties and to interact and communicate with residents, vendors and team members.

Dietary Assistant Part-time Lifespace Communities, Inc. - Des Moines, IA www.indeed.com. The Dietary Assistant is responsible for preparing and serving therapeutic diet meals to health center residents. The Dietary Assistant is also responsible for tray set-up and serving regular meals, preparing snack items and food requests for special events.

Cook Lifespace Communities, Inc. - Des Moines, IA www.indeed.com. The shift that we are currently seeking is for day and evening hours. The Cook is responsible for the preparation of all food items served to residents and guests. The Cook prepares food items following approved recipes ensuring the quality, temperature and appearance of food meets culinary standards.

Maintenance and grounds person AmericInn Lodge & Suites Ankeny, IA www.indeed.com The AmericInn is looking for someone to do light maintenance and grounds keeping. Duties will include policing the outside, changing flush valves in toilets, cleaning places, painting and changing lights, and snow removal in winter along with other duties. No experience necessary but must be willing to learn.



Service Meat Clerk Part-time Hy-Vee, Inc Ankeny, IA www.indeed.com. Provides prompt, efficient and friendly customer service. Wraps, trims, stocks cases, and receives merchandise in the Meat and/or Seafood Department. High School or equivalent experience, food safety training. Six months or less of similar or related work.

Bilingual Inbound Call Center Representative CDS Global Des Moines, IA www.indeed.com
Customer Service Representatives receive inbound calls and provide exceptional customer service to consumers in the magazine and products industry. This includes responding to product and service inquiries, processing payments, updating accounts and up-selling customers from around the globe. We are looking for bilingual Spanish speaking representatives to work in our facility in Des Moines, Iowa to provide excellent customer service via in-bound telephone calls (includes upsell/cross-sell offers). Continually performs and meets performance standards of this position. Minimum typing requirements of 25 wpm. Simultaneously navigate multiple PC screens and systems. Mandatory Training Class Options: August 15th-September 2nd 9:00am to 4:00pm while in training

Food Service Clerk Fresh Thyme Farmers Markets West Des Moines, IA www.indeed.com The Food Service Clerk is responsible for keeping all food service cases stocked and clean during business hours. They are required to assist customers as needed and maintain a friendly, energetic demeanor. This position requires adhering to all procedural guidelines set by the Food Service Department. High school diploma or equivalency degree. Preferred 1 -2 years grocery retail experience in Food Service department processes and procedures. Previous experience in a natural foods industry is a plus.

Assistant Market Center Administrator Full-time Keller Williams Greater Des Moines - West Des Moines, IA www.indeed.com Keller Williams Greater Des Moines is seeking a dynamic and detailed individual to assist with the financial and data operations of our high volume, fast paced Real Estate office. Qualifications Needed: Some financial experience or training preferred. Experience in real estate helpful, but not required Aptitude for numbers to assist with accounting tasks Strong verbal and written communication skills Ability to prioritize multiple tasks and consistently perform in a fast-paced, deadline-driven environment General computer and administrative skills Highly organized and detail oriented Ability to work independently and collaboratively Ability to handle a large volume of data input via computer daily.

Administrative Assistant II Farm Bureau Financial Services West Des Moines, IA www.indeed.com Provide administrative support to the department personnel which includes scheduling and setting up meetings, arranging travel requirements, preparing security requests, completing expense reports, answering telephones, preparing and sending emails, copying, filing, mail distribution, supply ordering, submitting print requests, etc. Compile reports, confidential memos, and Microsoft PowerPoint presentations and Excel spreadsheets. Take notes at meetings and distribute minutes. Maintain calendaring – Outlook, travel/vacation leave/reporting deadlines Post and manage documents on corporate intranet systems



(Microsoft SharePoint and OneNote). Process registrations for conferences, seminars, webcasts. As the ideal candidate, you will: Have an Associate's degree (Office Administration preferred) or equivalent required. Be able to effectively use Microsoft products such as PowerPoint, Excel, Word, OneNote, and SharePoint. You must be willing to continue to learn and advance your technical skills related to the Microsoft Suite of products. Be professional in all interactions and be able to maintain confidentiality. Be able to work independently and take initiative. Be highly organized and detail oriented. To be successful in this role you will have to be a strong excel and PowerPoint skills and maintain accuracy with the highly visible work products that are produced by this department.

Service Dept. Receptionist record automatic doors, Inc. - Des Moines, IA www.indeed.com Job Summary: Under the direction of the Call Center Manager, assists with receiving and scheduling of service calls. Process daily paperwork including: work orders and creating estimates for service calls. Minimum Qualifications: Education: High School Diploma with customer service experience. Experience: Work related experience and/or education sufficient to perform the essential duties of the job. Minimum Knowledge/Skills Required: Proficient Verbal and Written Communication Skills Basic Analytical/Decision Making Skills Proficient Human Relations and Team Skills Proficient Planning & Organizing Skills Attention to detail and thoroughness desired Basic Computer Skills, Microsoft Office Suite Experience is desired.

Medical Office Specialist – South Side Job ID: TO20161307-42861 Planned Parenthood of the Heartland Des Moines, IA www.indeed.com The Medical Office Specialist will participate in a team approach to patient care, working cooperatively with others to achieve productivity standards and exceptional customer service. Job qualifications: High school diploma or equivalent with one year experience in health care or customer service work Top notch computer skills and attention to detail required Background check required for employment

General Cleaner Operations Pt Weekend Marsden Bldg. Maintenance L.L.C. Des Moines www.indeed.com General cleaning, mopping, dust mopping, vacuuming, spot cleaning glass, dusting, etc.

Barista/Café Server – Part-Time Barnes & Noble West Des Moines, IA www.indeed.com Provide world-class customer service by delivering the four core service principles of the cafe: provide timely and friendly cafe service, upsell, maintain product presentation standards, and maintain cafe cleanliness. You sell and share your knowledge with customers and other cafe servers, contributing to the overall success of your store.

2nd Shift Facility Cleaning Supervisor Midwest Janitorial Service, Inc. Des Moines, IA www.indeed.com We are seeking a second shift full-time facility supervisor. This position will have an assigned area to clean, as well as overseeing other positions. Position will supervise 5-7 positions, train new staff, and inspect completed work. Shift will be Monday - Friday from 5:00 PM - 1:30 AM. \$13-\$15/hr. depending on experience. Must have excellent customer service skills and able to work around client. Must pass background and have reliable transportation.



Required education: High school or equivalent

General Laborer Skold Companies Des Moines, IA www.indded.com Skold has immediate openings for dependable, hard-working laborers to perform tasks involving physical labor at construction sites using equipment and instruments required of the job(s) assigned. Perform tasks involving physical labor at project sites Under direct supervision of Field Supervisor, perform support to field efforts on commercial construction labor and maintenance tasks Follow safety rules and regulations established by Skold and maintain a safe and clean environment Other duties as assigned Qualifications: Driver's license a plus CDL paid extra – assistance to acquire a CDL available Ability to pass pre-employment drug screen Able to work in all elements of the outdoor environment which include the heat, cold, rain, snow, wind, etc. Able to access all areas of the jobsite, which include stairs, scaffolding, ladders, elevation changes, etc. Must be physically capable of performing the essential functions of the job and have reliable means of transportation

Reconditioning Associate CarMax Urbandale, IA www.indeed.com the Reconditioning Associate will work as part of a larger reconditioning team and will be training to perform automobile receiving, inventory scanning, vehicle movement (both on and off lot), and vehicle delivery preparation while providing superior customer service. These duties include, but are not limited to, basic vehicle detailing including car wash, interior cleaning and vacuuming, exterior cleaning of CarMax used, new and customer vehicles. The Reconditioning Process includes: Completion of the CarMax Final Quality and cosmetic inspections Paint touch up, wet sanding and buffing in accordance with CarMax's stringent quality standards. Interior vehicle repair of fabric, vinyl, leather, plastic, dye and color matching Glass repair Small dent removal and other minor repairs.

Garden Center Associate Plant Essentials, INC West Des Moines, IA www.indeed.com Plant Essentials is a live-nursery merchandising company currently staffing for the 2016 season in Jordan Creek, IA. The ideal candidate will have merchandising experience, horticulture knowledge or landscape experience; training is also available for enthusiastic gardeners and hardworking individuals with a desire to learn more about the lawn and garden industry.

Sales Floor Associate Part-time Nobbies Ultimate Party Store - Clive, IA www.indeed.com Requirements: Must be available nights and weekends. Must have reliable form of transportation. Must be friendly and customer service oriented. Must like to party. Required education: High school or equivalent Required experience: Customer Service: 1 year

Retail Parts Advisor ID 2015-16317 LITHIA Des Moines Mercedes Urbandale, IA www.indeed.com. The primary responsibility of this role will be to run our apparel/accessories boutique. Retail sales experience preferred. Responsibilities: As a Retail Parts Advisor you will be responsible for providing vehicle parts and merchandise to customers while providing exceptional customer service Qualifications: Previous parts advisor experience, preferred



Understand basic automotive components and systems Automotive dealership service experience is a plus Any automotive certifications is a plus A team player who is focused on providing exemplary customer service Ability to multi-task in a fast paced work environment Strong organizational skills and detail oriented Working knowledge of computers Be at least 18 years of age Possess a valid in-state driver's license Pass a motor vehicle report and possess an acceptable safe driving record Pass a 7 year criminal background check and drug screen

Guest Service Representative Full-time Courtyard By Marriott - Ankeny, IA www.indeed.com
Organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Must be able to work nights and weekends and have flexibility with schedule. Required education: High school or equivalent

Retail Parts Advisor ID 2015-16317 LITHIA Des Moines Mercedes Urbandale, IA www.indeed.com. The primary responsibility of this role will be to run our apparel/accessories boutique. Retail sales experience preferred. Responsibilities: As a Retail Parts Advisor you will be responsible for providing vehicle parts and merchandise to customers while providing exceptional customer service Qualifications: Previous parts advisor experience, preferred Understand basic automotive components and systems Automotive dealership service experience is a plus Any automotive certifications is a plus A team player who is focused on providing exemplary customer service Ability to multi-task in a fast paced work environment Strong organizational skills and detail oriented Working knowledge of computers Be at least 18 years of age Possess a valid in-state driver's license Pass a motor vehicle report and possess an acceptable safe driving record Pass a 7 year criminal background check and drug screen

Guest Service Agent full-time Homewood Suites by Hilton - West Des Moines, IA www.indeed.com Seeking a full time Guest Service Agent. Must be able to work flexible hours, weekends and holidays.

Dispatcher Full Time WestCom West Des Moines, IA www.indeed.com WestCom Communications is seeking full-time qualified individuals to provide emergency dispatch services for over 110,000 residents of the City of West Des Moines, Urbandale, Clive, Norwalk, and Waukee. The incumbents will be responsible for answering 911 calls and dispatching police, fire, and emergency medical services personnel to various emergency and non-emergency situations; maintaining and coordinating accurate communication among public safety



personnel and the public; and other related duties. Requires high school diploma or GED; demonstrated proficiency with computers; and the ability to work under stressful conditions. One year of additional schooling or equivalent experience required. Previous experience in public safety preferred. Applicants must be flexible with working various days, shifts and overtime hours, including holidays and weekends.

Library Page City of West Des Moines - West Des Moines, IA Under the general direction of the Head of Collection Services, shelves library material in an accurate and timely manner. Keeps the library straightened. Answers basic questions from patrons. Must be at least 14 years old to apply. No education/experience required.

Transportation Security Officer (TSO) Transportation Security Administration Des Moines, IA www.indeed.com Transportation Security Officers (TSOs) provide security and protection of air travelers, airports and aircraft in a courteous and professional manner. Travel Required A minimum of two (2) weeks of travel in a full-time duty status will be required to complete TSA's New Hire training. New Hire training and travel requirements vary by duty location and may require up to six (6) weeks of full-time duty status travel. This training will occur away from the employee's airport of record. Employees will be paid for compensable hours and reimbursed for authorized travel expenses per TSA Travel Policy. While employed with TSA, other occasional travel may be required.

Materials Handler (Motor Vehicle Operator) Department of Veterans Affairs Des Moines, IA www.indeed.com Position Description Title/PD#: Materials Handler (Motor Vehicle Operator)/30154A Work Schedule: Monday - Friday, 7:30 a.m. - 4:00 p.m. Incumbent is assigned to the storage and distribution section of Logistics Service performing a wide variety of material handling, mailroom and print shop functions; including but not limited to receiving, handling, storage, controlling, directing, monitoring and distribution of inventory, equipment, mail and supplies. Employee will operate a variety of powered industrial vehicles including fork trucks and Cushman's, being responsible for adhering to all OSHA operating and safety standards, may be charged with administration of Logistics Powered Industrial Truck (PIT) Program. Vehicles will be driven on daily assigned delivery schedules as well as reoccurring off campus trips including maneuvering through congested city streets on public roads, highways and interstates in varying weather conditions.

Guest Service Agent Homewood Suites by Hilton - West Des Moines, IA www.indeed.com Seeking a full time Guest Service Agent. Must be able to work flexible hours, weekends and holidays. Required education: High school or equivalent.

Customer Service Representative (Job Number: 00018939454) Cognizant Des Moines, IA www.indeed.com The Customer Service Associate is responsible for fielding inbound calls from customers and field agents in regards to existing home and auto insurance policies. The Customer Service Associate will provide assistance on billing inquiries, policy questions, and counsel customer and agents on underwriting eligibility and policy coverages and/or options.



16-18 weeks of training required with no time off JOB RESPONSIBILITIES: Field inbound auto and home insurance calls from agents related to billing inquiries, policy questions and overall customer service. Counsel customers/agents on underwriting eligibility and policy coverage and/or options. Within established timeframe, provide phone requested quotes to customers/agents for changes to existing lines or products. Upgrade coverage and sell new coverage/products to existing customers as appropriate. Review phone requested cancellations and reinstatements and make appropriate decisions to resolve. Resolve customer service related complaints and process complex customer calls, answer customer/agent policy and billing inquiries. Act as on-line billing systems and agency portal website expert to provide proactive agency support as well as assist co-workers in mastering these systems and sell their benefits to the agents. Accountable to build/maintain effective relationships with customers/agents. May provide agency and internal support on information input processes. Handle special projects/other related assignments as delegated by Team Manager. REQUIRED SKILLS: High School diploma or equivalent customer service experience (face to face or phone) Basic math and analytical skills PREFERRED SKILLS: Prior insurance experience Call center experience.

Guest Service Representative Full Time Courtyard By Marriott - Ankeny, IA www.indeed.com
Organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Must be able to work nights and weekends and have flexibility with schedule.