



Sample Job List Week July 18 – July 22

***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. ***

Patient Service Representative UnityPoint Health Des Moines Iowa Health Cardiology FTE: 1.000000 Des Moines, IA www.indeed.com Summary: Essential Functions & Responsibilities This position involves greeting patients and visitors and providing courteous, caring and professional assistance to all individuals contacting the office. Answering the telephone, scheduling appointments and working with clinical staff to provide efficient patient flow. Responsible for working efficiently with the electronic health record and billing system to input information related to billing and scheduling. In addition to tasks associated with this position, our team members must demonstrate professionalism, respect, good attitudes, effective communication, timeliness and commitment. Qualifications Previous medical office experience with medical office billing software or electronic health record. Education High School or Vocational School graduate. Previous experience coding diagnoses and procedures with ICD-9-CM and CPT. Knowledge of medical terminology, anatomy and physiology

Administrative Assistant - Sales Support EquiTrust Life Insurance Company - West Des Moines, IA www.indeed.com The Administrative Assistant –Sales Support will promote the sale of EquiTrust Life and Annuity Insurance products through departmental support, just-in-time support, and company-wide task coordination. QUALIFICATIONS: Education Continued Education pursued where applicable Willingness to attain General Iowa Life License Experience 2 – 4 years of prior administrative experience. Insurance industry experience a plus. Prior experience supporting a sales/marketing team a plus. Skills Strong communication skills, both oral and written. Ability to effectively communicate with senior management. Excellent people skills with ability to work well with all employees. Ability to quickly follow and implement directions. Task oriented and motivated to complete work in a timely manner. Must have good meeting and planning/facilitation skills

Front Desk Receptionist Fitness World West - West Des Moines, IA Part-time looking for friendly and outgoing person to check members in to health club. Responsibilities include answering phones, checking members in, doing laundry, some computer work, keeping area neat and tidy. Looking for energetic person who gets along well with others and can work early mornings. Required education: High school or equivalent Required experience: Customer Service: 1 year can work from 5AM to 8 AM: 1 year

Rockstar Team Member 1800GOTJUNK - Urbandale, IA www.indeed.com Work with team on and off site Offer the best customer service on the planet Remove inventory from clients homes or businesses. Sort and divert recyclable and donatable items. Assist in community service related projects Navigate efficiently through the city required experience: Customer Service: 1 year Sales: 1 year Required license or certification: Driver's License.



Industrial Coating Technician (Painter) Allen Blasting and Coating Des Moines, IA www.indeed.com Job Summary : Allen Blasting and Coating, is taking applications for career opportunities for experienced Industrial Painters and Coating Technicians in the Des Moines, IA area. Qualified candidates must have: Positive attitude, be safety conscious, a good work ethic and the willingness and ability to learn. Previous experience working as an industrial painter, production painter and abrasive blasting is preferred but not required. Experience in the troweling trades (concrete finishers, masons, etc.) are also preferred. English proficiency is required for safety and job training. Qualified candidates must pass a pre-employment physical and drug screen. Must have reliable transportation.

Receptionist Part-time Top Notch Chimney Sweep & Service - Grimes, IA www.indeed.com Job brief as a receptionist you will be the first point of contact for the company and you will provide administrative support across the organization. You will handle the flow of people through the business and ensure that all receptionist responsibilities are completed accurately and delivered with high quality and in a timely manner. Requirements Proficient with Google Calendar and Mail. Solid communication skills both written and verbal. Positive personal demeanor and excellent phone skills. Ability to be resourceful and proactive in dealing with issues that may arise. Ability to organize, multitask, prioritize and work under pressure. High school degree required. Education: High school or equivalent Required license or certification: Driver's License.

Maintenance Assistant Part-time. The Shores at Pleasant Hill Senior Living Community - Pleasant Hill, IA www.indeed.com The Shores at Pleasant Hill is searching for a part-time Maintenance Assistant. The MA will be responsible for assisting with any maintenance activities in the building. The MA will be responsible for helping the Environmental Services Director in making sure that each empty apartment is ready for renting, making sure the equipment in building is working properly, and that the building is maintained. Required experience: Maintenance Experience: 1 year.

Administrative Assistant - Sales Support Access Systems Inc - Des Moines, IA www.indeed.com Access Systems is looking for an individual with good work ethic, strong attention to detail, organization, professionalism, exceptional verbal and written communication skills, and a team player. This position requires an enthusiastic professional, who is looking for an exciting career opportunity within a rapidly growing technology company that provides excellent benefits, competitive salary, career advancements and a positive working environment. Responsibilities: Prepare sales documents for IT and copier sales team. Assist with processing and procuring sold copier sales orders. Assist with processing of lease packets for funding. Assist sales team with customer lease inquiries. Perform other duties as assigned. Qualifications Associates or 4 year degree preferred. Extensive software skills required – Microsoft Office. Ability to communicate accurately and clearly in both verbal and written communication. Superior organizational skills, detail oriented, and a high level of accuracy required.



Claim Clerk Job ID 2016-1555CCMSI West Des Moines, IA www.indeed.com Cannon Cochran Management Services, Inc. (CCMSI) is a leading Third Party Administrator in self-insurance services headquartered in Danville, IL. We are guided by core values including integrity, insisting on excellence and being passionately focused on customer service. Those values, coupled with our Employee Stock Ownership Plan (ESOP), engage ownership with our employees and offers top of the line customer service for both our internal and external clients. The Claim Clerk is responsible for the general clerical duties for the claim personnel and other team members as assigned. Additionally, the position is accountable for the quality of claim service as perceived by CCMSI clients and within Corporate Claim Standards. Qualifications:

Education and/or Experience: High School diploma or equivalent required. Computer Skills Proficient in Microsoft Office.

Sales Associate #3133 - (16000BH6) Sherwin-Williams Des Moines, IA www.indeed.com BASIC QUALIFICATIONS: Must be at least 18 years of age. Must have a valid driver's license. Must be legally authorized to work in country of employment without sponsorship for employment visa status. Must be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. Must be able to tint paint, therefore, must be able to distinguish the difference between colors. Must be able to operate a computer and communicate via the telephone. MINIMUM QUALIFICATIONS: High school diploma or comparable certification (e.g. GED). PREFERRED QUALIFICATIONS: Prior experience in a sales or customer service position. Customer service skills, including problem solving and handling customer complaints. Good written and verbal communication skills.

Bakery Designer Part-time Des Moines, 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. Education and Experience: High school or equivalent experience and six months or less of similar or related work experience.

Full-time Sales and Visual Store Leadership Job Code: DESFT101. The Container Store W DES MOINES, IA www.indeed.com Full Time our full-time positions are involved in sales, merchandising and inventory. Schedules include daytime, evenings, weekends and early mornings, totaling 38-40 hours per week.

Janitorial Worker Harrison Truck Centers - Des Moines, IA www.indeed.com Duties: Cleans, sweeps, mops, scrubs, waxes, and polishes floors by hand or machine; cleans carpet, upholstery and furniture. Washes windows, screens, sills, woodwork, doors, desks, walls, and ceilings. Orders and stocks needed materials and supplies. Cleans and sanitizes rest rooms when needed throughout shift. Collects and disposes of waste, scrap metal, shovel snow around entry ways, maintains outside sidewalks, and assists in keeping outside premises in an orderly condition. Provides building maintenance and repairs to plumbing and electrical when needed.



Performs some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, and replacing light fixtures and partitions; replaces damaged ceiling tiles. Maintains flower beds, irrigates and maintains grounds, weed control, sprays for insects, etc. Setting up and taking down tables and chairs for classes and program Runs errands for various departments as directed. Requirements: Previous janitorial experience required Ability to comprehend instructions and information

Teller Job ID Number: 5257843-1 Wells Fargo Indianola, IA www.indeed.com Your exciting role includes: Going the extra mile to greet customers, show them that we care, and make them feel welcome Asking questions to learn about their financial needs and, when the customer sees the value, introducing them to other Wells Fargo team members. Setting performance goals and working with your manager to increase your customer advocacy effectiveness through feedback and coaching Processing between 20-25 customer transactions each hour with no mistakes through patience, attention to detail, and the ability to follow procedures. Accurately maintaining and balancing a cash drawer. Delivering upon customer needs for products such as safe deposit boxes, merchant/vault, ATM processing, bonds and coupons, foreign currency and night drop. Required Qualifications 1+ year of experience interacting with people or customers Desired Qualifications Ability to navigate multiple computer systems, applications, and utilize search tools to find information Basic Microsoft Office skills Customer service focus with the ability to stay positive in interactions with customers and team members Good communication skills including speaking clearly, succinctly, and accurately while using a pleasant tone and common conversational courtesies Experience achieving individual and team goals Cash handling experience. Experience selling products and services Experience working in a fast-paced environment Other Desired Qualifications Multilingual speakers are encouraged to apply

Sales Associate Part Time Catherine's - Des Moines, IA www.indeed.com NOW HIRING Warm & inspiring, customer-focused sales associates Education, Knowledge, Skills and Abilities At least 18 years of age. Good communication skills, operates with integrity and trust. Accuracy in all assigned paperwork and/or register functions. Must present a professional appearance. Goal oriented, results driven. Takes initiative and is customer focused. Able to work various shifts, hours, days and holidays to meet store staffing needs Required education: High school or equivalent

Supply/Shipping Associate IV Employers Mutual Casualty Company - Des Moines, IA www.indeed.com Essential Functions: Fills and delivers/ships supply orders for home office and branch locations Collaborates with customers to determine which supply items meet their needs. Receives incoming freight, unloads shipment, and performs internal processing of items Maintains the supply inventory system by keeping records, quantities and locations of items Distributes packages to the appropriate person Education & Experience: High school diploma or equivalency preferred. Previous supply/shipping experience preferred A valid driver's license with an acceptable motor vehicle report per company standards required if using company vehicles



Warehouse Material Handler U.S. Venture, Inc. Des Moines position summary:
U.S. Auto Force, a division of U.S. Venture, Inc. Des Moines www.indeed.com SIGN ON BONUS!
PLUS SHIFT DIFFERENTIAL IMMEDIATELY Full time with benefits after 31 day
2nd shift Monday - Thursday, 12:30 pm - 9:00 pm, Off Friday/Sat, Sunday 9:00 am - 3:00 pm
Material Handler 2 is an intermediate position. Associate can resolve most questions and problems, and refers more complex issues to the team, supervisor or manager. Receiving: Check in product completely and accurately Stock products and process returns properly Returns: Inspect and physically count return merchandise assuring it is in resalable condition in order to give a "Quality Minded" reputation loading: Load trucks using good judgment regarding use of space and product safety Demonstrate safe work behaviors in all assigned tasks. Operate power equipment, including powered industrial trucks (forklifts) and high reach lifts. QUALIFICATIONS 1 year of work experience 18 years of age.

Material Handler - 1st Shift Full-time Essendant Des Moines, IA www.indeed.com
Monday through Friday (no weekends!) Weekly Paychecks plus Full Benefits!
Full-Time opening available on 1st Shift: 8:00AM-5:00PM or 9:00AM-6:00PM Order Filling and Shipping Operating power equipment including stand up forklift and order/cherry picker

Housekeeping Assistant The Evangelical Lutheran Good Samaritan Society - Indianola, IA www.indeed.com Housekeeping Assistant As a Housekeeping Assistant you will be responsible for assisting with the maintenance of a clean, attractive, and sanitary facility. Will clean resident's rooms and public areas. To qualify for the Housekeeping Assistant, you must have effective communication skills and be able to work with individuals of all ages.

Bartender Market Grille Part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com As a Bartender, this position will be responsible for providing friendly, attentive, and timely service to create an exceptional experience for all guests. Monitors bar inventory and takes appropriate action. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. Education and Experience High school diploma or equivalent and six months to one year of related work experience. Must have ability to handle money and operate a point-of-sale system.

Fulfillment Center Pharmacy Support Hy-Vee, Inc. Des Moines, IA www.indeed.com Orders product and supplies and logs invoices as necessary. Packages prescription for delivery once accuracy is verified. High school diploma or equivalent

Receptionist/Customer Service Full-time Altoona Veterinary Hospital - Altoona, IA www.indeed.com Fast paced, 3 Doctor, AAHA accredited veterinary practice is seeking a full time veterinary receptionist. The ideal candidate must be an outgoing, friendly self-starter with excellent multi-tasking and customer service skills. Computer skills are a must for this position as we are a paper light office. Experience is preferred, but training is available for the right candidate. This position requires 1-2 evenings per week and will work a Saturday rotation of 2



Saturday mornings per month. Full-time benefits including vacation, sick, and holiday pay and a retirement plan is available for this position.

Administrative Assistant Part-time Pro Staff Clive, IA www.indeed.com Pro Staff is looking to fill a Part-Time Administrative Assistant position for a client of ours in the Des Moines Metro area. The ideal candidate for this position would be a self-starter, reliable and have a minimum of 2 years' experience as an Administrative Assistant! Job Requirements: Must have 2+ years' experience as an Administrative Assistant. Must be proficient in all Microsoft Office Products. (Word, Excel, PowerPoint, etc.) High School Diploma Required Domestic travel 3-4 times a year may be required.

Expeditor Full-Time Perkins & Marie Callender's, LLC Des Moines, IA www.indeed.com Provides friendly and efficient service to guests according to company policies, procedures, programs and performance standards. Performs all duties to maximize guest satisfaction and a quality work environment as directed by General Manager or Manager on Duty. Job usually performed during high volume times as assistant to Servers. No EXPERIENCE REQUIRED
Coffee Shop Barista Part-time Hy-Vee, Inc. Ankeny, IA As a Coffee Shop Barista, this position will be responsible for reviewing and filling customer orders for the day, handling food in a safe manner and ensuring the work area is always clean and neat. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. Education and Experience: Less than high school or equivalent experience and six months or less of related work experience.

Nurse Aide CNA Norwalk IA Norwalk Nursing and Rehabilitation Center Norwalk, IA www.indeed.com POSITION PURPOSE: Ensures that resident's personal care needs are being met in accordance with Residents' wishes and Care Plan Objectives. EDUCATION / REQUIREMENTS: Ability to communicate with residents and nursing staff. Ability to speak, read, and write English. Prior experience as LTC nursing assistant preferred; or equivalent combination of education and experience. Successful completion of State Approved Nursing Assistant Training and Competency Evaluation Program. Good standing in the state registry is required.

CNA Certified Nurse Aide Full Time Altoona Nursing & Rehabilitation Center Des Moines IA www.indeed.com POSITION PURPOSE: Ensures that resident's personal care needs are being met in accordance with Residents' wishes and Care Plan Objectives. EDUCATION REQUIREMENTS: Ability to communicate with residents and nursing staff. Ability to speak, read, and write English. Prior experience as LTC nursing assistant preferred; or equivalent combination of education and experience. Successful completion of State Approved Nursing Assistant Training and Competency Evaluation Program. Good standing in the state registry is required.

Pet Stylist (Dog Groomer) Full-time Petco DES MOINES, IA www.indeed.com Education/Experience: A qualified applicant to this position will demonstrate knowledge and



skills in the grooming industry, and either a high school diploma or its equivalent (GED) is preferred. In addition, the applicant must have completed the Pet Stylists Apprentice Program or a minimum of one year's experience grooming/styling pets under the leadership of a professional groomer and must successfully complete a personal skills evaluation by a Petco Pet Stylist or Grooming Salon Manager.

Wine and Spirits Clerk Part-time Hy-Vee, Inc. Altoona, IA www.indeed.com Education and Experience: No education requirement. Over six months up to one year of similar or related work experience.

Receptionist Iowa Home Care West Des Moines, IA www.indeed.com. We are currently seeking a full-time Receptionist to join our team. This position will be responsible for handling and routing incoming calls. Should have knowledge of basic office principles and the ability to understand and follow directions. This position requires good organizational skills and should be detail oriented.

General Cleaner (Operations) PT Marsden Bldg. Maintenance DES MOINES, IA www.indeed.com General Cleaning, Mopping, Dust Mopping, Vacuuming, Spot Cleaning Glass, Dusting, Etc.

Housekeeping Room Attendant Hampton Inn & Suites Downtown Des Moines - Des Moines, IA www.indeed.com No previous experience required as full training will be provided. Days of work and number of rooms cleaned variable in accordance with business demands. Employees must be available to work weekdays and weekends..

Handyman and Groundskeeper Americinn Lodge & Suites Ankeny Iowa - Ankeny, IA www.indeed.com The Americinn is looking for a person to do light maintenance and grounds keeping for the hotel. Duties will include taking care of the grounds, snow blowing, changing flush valves in toilets, changing lights, pool cleaning, painting and various other tasks. Some experience helpful, willing to train.

Sales Lead Part-time Gymboree W Des Moines, IA www.indeed.com The sales lead is responsible for supporting the management team in achieving store financial goals by demonstrating selling behaviors and floor leadership, promoting a positive work environment and executing operational processes and objectives in compliance with company standards and policies. Job Requirements :Work Schedule (There is no guarantee of a set schedule or amount of hours) Availability must be a minimum 20 hours/3 shifts weekly Availability must allow for the store to adhere to company policy, effective scheduling guidelines and state law Shifts ranging from 2.5 to 8 hours, approximately 12-25 hours a week, based on the needs of the business, not to exceed 29 hours a week Available for peak selling times including but not limited to, new lines, inventory, sales promotions, special events and holidays May work Fridays, Saturdays and Sundays depending on store business and staffing level Sales leads may be scheduled opening, mid, or closing shifts, depending on store business and staffing level



Extended shifts will be scheduled if a shortage of staffing occurs and/or during peak selling times, which include but are not limited to, new lines, inventory, sales promotions, special events, and holidays

Cleaner Part Time Needed in Des Moines Iowa Kimco Services Des Moines, IA www.indeed.com Monday thru Friday 5pm to 9pm Plus you will be working 1 day on the weekend working a split shift 7am to 11am plus 5pm to 9pm You will be sweeping, dust mopping, mopping floors, vacuuming, dusting, cleaning windows, running carpet cleaning machines, floor scrubbers, trash removal and stocking/cleaning restrooms. You must be neat in appearance, be able to communicate with management and customers. This is a great job in a clean cool environment. At least 6 months general cleaning experience helpful but will train the right person. You will be required to pass a criminal background check going back 7 years. If interested in applying for this position please send me your resume and be sure and include your phone number.

Bus Person Perkins & Marie Callender's, LLC Des Moines, IA www.indeed.com Provides friendly and efficient service to guests according to company policies, procedures, programs and performance standards. Performs all duties to maximize guest satisfaction and a quality work environment as directed by the Manager on Duty

Custodians - Janitors Part-time Diversified Maintenance Des Moines, IA www.indeed.com Maintains and cleans all floor surfaces, including sweeping, mopping, scrubbing, or vacuuming Collects and disposes of paper and rubbish. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and other objects Cleans, monitors and maintains restrooms, fitting rooms, corridors, store entrance areas Empties trash receptacles for proper disposal; use of compactor for certain materials Clean windows, glass partitions, and mirrors, using appropriate cleaners and equipment Spot clean carpets; assist in carpet extractions and shampooing Replenishes paper products and sanitary supplies. Follows housekeeping schedule outlined by the immediate supervisor. Use of heavy cleaning equipment, such as, floor scrubbers, backpack vacuums and buffers. Other duties may be assigned, as required by scope of work or customer needs. Requirements: Must be 18 years of age or older All applicants must be authorized to work in the United States Background check required. Drug test (maybe) required. Bilingual is a plus Must have reliable transportation