



Sample Job List Week June 27 – July 1

***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. ***

Kennel Attendant Part-time Raccoon River Kennels West Des Moines, IA www.indeed.com must be able to work nights, weekends and holidays. We are seeking a motivated, hardworking individual who has experience working with animals and customer service. Job duties include exercising boarding and daycare dogs, feeding, administering medications, cleaning kennels and reception work. High school or equivalent education

Warehouse Worker Part-time Linn Star Transfer, Inc. Des Moines, IA www.indeed.com Loading and unloading of outbound and inbound trailers. Assisting will-call customers for merchandise pick-up. Accurately staging of merchandise for next day delivery routes. Accurately stage and load reverse logistic loads At least two years of warehouse experience. Some computer skills helpful. Ability to remain flexible and adaptable in a fast pace environment working safely. Must be a person that pays attention to detail and accuracy. Must be able to pass a pre-employment background and Drug Screen, and Physical capability Test. The days/hours for this position are Monday, Tuesday, Thursday and Friday 7am-1pm.

Food Service Worker Part-time Homesteaders Consolidated Management Company West Des Moines, IA www.indeed.com Our focus each day is to provide friendly, fit, and fresh food service to our clients. Mon - Thursday from 930am - 130pm Extra Hours when needed for Catering Must be able to pass a drug test and background check.

Banquet Server Part-time Ramada Tropics resort and conference center Des Moines, IA www.indeed.com This is a fun fast paced job setting up serving and breaking down weddings and meetings. We are a full service hotel with a restaurant poolside Tiki bar and an indoor waterpark. We have fun while working in a family environment High school or equivalent

OS - General Cleaner Days (South Des Moines) ABM On-Site Des Moines, IA www.indeed.com. This position will be directly responsible for performing general cleaning and upkeep of an assigned area within a facility. Specific duties will vary depending on assignment, but will include a variety of general cleaning tasks, such as described below. Schedule: Monday through Friday 12:00PM - 8:00PM. Previous experience preferred.

Service Agent Avis, Budget, Payless Ruan Des Moines, IA www.indeed.co Detail and transport vehicles to ensure they are clean and safe for rental usage. Valid driver's license and a good driving record. Must be able to work a flexible schedule including nights weekends and holidays.



Sales Associate (Part-Time) Part-time Charlotte Russe West Des Moines, IA www.indeed.com
Education and Experience High school diploma or equivalent preferred

Baker Hy-Vee, Inc. West Des Moines, IA www.indeed.com High school or equivalent experience (department training helpful) and over six months up to one year of similar or related experience.

Assistant Manager Hy-Vee, Inc. Windsor Heights, IA www.indeed.com High School or equivalent experience. Two years or more of similar or related work experience preferred.

Dairy Manager Hy-Vee, Inc. West Des Moines, IA www.indeed.com High school or equivalent experience and over one year of related work experience.

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

Office Support Specialist Universal Pediatrics, Inc. West Des Moines, IA www.indeed.com we specialize in providing extended hourly care to the pediatric and young adult population with very high acuity medical needs Job Requirements: High school diploma or equivalent required. One or two years' experience in clerical, office experience, customer service and/or related field. At least one year in a medical office preferred. Must communicate well both verbally and in writing in English. Basic knowledge of Microsoft Office.

Mail Operator Professional Technology Integration, Inc. Des Moines, IA www.indeed.com this position will provide mail room support. Roles: Independently operating a 6 pocket Pitney Bowes Inserter and a 6 pocket Bell and Howell inserter. Understanding of the postal presort discount system with the United States Postal Service. Mechanical aptitude and troubleshooting on equipment. Equipment maintenance. Required / Desired Skills independently operating a 6 pocket Pitney Bowes inserter & 6 pocket Bell & Howell inserter. (Required 1 Years) Understanding of the postal presort discount system with the United State Postal Service (Desired 1 Years) Mechanical aptitude and troubleshooting on equipment. Equipment maintenance (Desired 1 Years)

Weekend Housekeeper (SATURDAY and SUNDAY) Part-time Courtyard by Marriott West Des Moines/Jordan Creek - West Des Moines, IA www.indeed.com THIS IS A WEEKEND ONLY (SATURDAY AND SUNDAY) POSITION.

Housekeeper/Maid/Teammate Merry Maids of Des Moines - Des Moines, IA www.indeed.com. Required education: High school or equivalent Required license or certification: Driver's License

Sales & Support Generalist Part-time Victoria's Secret Merle Hay Des Moines, IA www.indeed.com Provides customers with the perfect bra fit by asking effective questions.



Pharmacy Technician Option Care Urbandale, IA www.indeed.com Option Care is a healthcare services company that at its core delivers high quality, cost effective infusion services through trusted partnerships across the healthcare system, resulting in outcomes that make a positive difference in people's lives. Minimum Requirements: High School diploma or equivalent. State certification registration or licensure if required by state. Experience providing customer service to internal and external customers, including meeting quality standards for services, and evaluation of customer satisfaction. Basic Internet Explorer skills to include opening a browser, typing in URLs in the correct location, using a search engine, bookmarking a site, navigating using back/forward/stop buttons, and filling out forms online. Basic email skills, internet explorer (sending, receiving, and organizing communications). Willing to travel up to 5 % of the time for business purposes (within state and out of state). Preferred Qualifications: At least 3 years of experience in hospital or home infusion. At least 3 years of experience in sterile compounding. Previous sterile compounding experience. Access to a reliable means of transportation which will enable the incumbents to make home visits to treat/attend to their patients. If such means of transportation would include a personal vehicle, a valid driver's license and a proof of insurance would be required.

Sales Associate- 3116 Des Moines Main Part-time 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.

Clerk-Advanced Iowa Department of Administrative Services - Polk County, IA www.indeed.com The Iowa Department of Workforce Development (IWD) is recruiting to fill a position to assist and support timely and accurate processing of appeals. Minimum Qualification Requirements Experience equal to one year of full-time clerical office or closely related work. Selective SPANISH LANGUAGE (CUSTOMER SERVICE) [863] Selective Definitions 863 Spanish Language (Customer Service) The ability to speak, read, and write Spanish to provide service to a Spanish customer group.

Transportation Dispatcher - Ankeny McLane Company Des Moines, IA www.indeed.com will require travel (approximately 10 % of the time) between dispatch offices in the domicile (Ankeny) and home office locations (Northfield), for cross-training and to ensure that procedures are consistent. MINIMUM QUALIFICATIONS AND REQUIREMENTS: Education: Minimum of Associates degree. Be able to rapidly gain knowledge of mainframe computer applications relating to record keeping and scheduling. Have experience in Windows environment on Excel, Microsoft Word, and Outlook programs (preferred). Have map reading



abilities. Have effective communication skills. Have adequate math and writing skills. Have a minimum of 3 years in similar function (preferred).

Accounts Receivable/Accounts Payable Clerk The Stelter Company - Des Moines, IA www.indeed.com The Accounts Receivable/Accounts Payable (AR/AP) Clerk performs the role of accounts receivable for all customer invoicing, accounts payable functions for entering vendor invoices including payment disbursements to vendors. Also responsible for data entry updates into Salesforce CRM to ensure up-to-date database information. Associate's degree in accounting or two years or more of professional experience Prior experience in Accounts Receivable/Accounts Payable role Experience in an office setting with data entry background preferred previous experience with Great Plains accounting system preferred Software skills – Microsoft Excel, Word, and Outlook preferred.

Restaurant Team Member (Crew) SONIC® Drive-In Johnston, IA www.indeed.com Ability to work irregular hours, nights, weekends and holidays Ability to be flexible in all situations based on restaurant business need Effective communication skills; basic math and reading skills Willingness to abide by the appearance, uniform and hygiene standards at Sonic Drive-In restaurants General knowledge and understanding of the food service / restaurant industry or retail operations preferred, but not required.

Verification of Employment Specialist Temporary, Contract Palmer Group Clive, IA www.indeed.com Palmer Group is partnered with a Des Moines area banking and financial institution in their search for Verification of Employment Specialists to join their team on a contract to hire basis. Duties Include: Verify employment of home mortgage applications Enter data into system Process files Able to work in a fast paced environment Qualifications: 6+ months experience with meeting deadlines Mortgage background preferred Strong customer service skills and phone skills Attention to detail Self-motivated / ability to multi-task Excellent written and verbal communication skills

Life Case Manager Global Atlantic Service Company - Des Moines, IA www.indeed.com QUALIFICATIONS Associates degree or equivalent education and experience; Bachelor's degree preferred Minimum(3) years of customer service experience and/or processing experience, life insurance or financial services experience preferred Demonstrated history of relationship management success with ability to accomplish multiple tasks simultaneously in a fast-paced environment Ability to work independently and exercise judgment with professional and technical fortitude Strong communication skills, work ethic and high level of personal integrity and accountability

Teller Community State Bank Des Moines, IA www.indeed.com. The primary responsibility of this position is to conduct financial transactions between customers and the Bank. Tellers handle routine customer inquiries and problems High school diploma or equivalent required. 1-2 years previous bank teller and/or cash handling/customer service experience preferred. Work Hours M-F 7:15a-6:15p, Sat 8:45a-12:15p



Medical Support Assistant - Surgery TOUR OF DUTY: Monday - Friday; 7:30 a.m. - 4:00 p.m. Des Moines, IA www.indeed.com Medical Support Assistant (MSA) working with the Surgical Team. When a Veteran needs appointments for a variety of clinics the MSA will coordinate with Veteran for these appointments. This requires communication with the Veteran both face to face and on the phone. This MSA will need to be able to multi task, as they will have to manage a variety of different clinics and providers. Must have great customer services skills and can speak clearly as they will speak to Veterans of all ages. Must have knowledge of Microsoft programs to handle daily schedules for clinics. Must be willing to be a team player and to work well with on the spot changes to covering in other clinical areas. Being a team player is a must!

Cashier Part-Time Monday-Friday typically 7:30am-2:30pm Aramark Johnston, IA www.indeed.com The cashier position is vital to achieving positive customer service and is responsible for successfully completing the financial transaction with the customer and maintaining the balance of the cash drawer at all times. Desired Qualifications: Experience in the food service industry or grocery is highly desirable High school education or equivalent

Barista- Nationwide - Coffee Bar- Aramark ID 77661 Des Moines, IA www.indeed.com Desired Qualifications: Experience in the food service industry as a barista (smoothie) food service worker Great customer service skills Required Qualifications: Excellent interpersonal skills and a positive attitude Ability to work independently Posses good time management with daily tasks required by the management team Math skills for counting money and providing correct change Knowledge of running a cash register, and credit card machine transactions

Cashier - Monday – Friday Aramark ID 77679 Part-time-Regular Des Moines, IA The cashier position is vital to achieving positive customer service and is responsible for successfully completing the financial transaction with the customer and maintaining the balance of the cash drawer at all times. Required Qualifications: Excellent interpersonal and communication skills Excellent customer service and a positive attitude Must be able to work in a team environment Must have the ability to multitask and solve problems Experience running a cash register, knowledge of processing a credit card reader and performing credit card transactions Math skills for counting money and providing correct change Desired Qualifications: Experience in the food service industry or grocery is highly desirable. High school education or equivalent

General Laborers needed in Altoona, IA Altoona, IA www.indeed.com Verigent has a client looking for General Laborers to work in a data center in Altoona, IA on a long term contract. May assist with cable pulling or building racks. Our client is looking for several people to begin ASAP. If interested, please apply with resume and relevant experience. Prior general labor experience preferred.

General Cleaner Full time (Operations) Marsden Bldg. Maintenance DES MOINES, IA www.indeed.com General Cleaning Mopping, Dust Mopping, Vacuuming, Spot Cleaning, Cleaning Glass, ETC...Screening Requirements: Criminal Background Check.



General Cleaner PT (Operations) Marsden Bldg. Maintenance DES MOINES, IA www.indeed.com
General Cleaning Mopping, Dust Mopping, Vacuuming, Spot Cleaning, Cleaning Glass, ETC...
Screening Requirements: Criminal Background Check.

Call Center - Donor Recruitment Specialist Part-time Des Moines, IA www.indeed.com Your primary responsibility will be performing telephone recruitment to schedule blood donation appointments with our generous blood donors. Education and/or Experience: Call Center experience preferred 1 year customer service required Working knowledge and experience working on computer system required.

Bilingual Sales Representative (Agent) Aflac - Des Moines, IA www.indeed.com Looking for Aflac Bilingual (Spanish) Sales Representative – Agent. Entry Level. Training Provided ¿TE IMAGINAS QUE TU IDIOMA Y CULTURA PUDIERAN AYUDARTE A GANAR MÁS DINERO? CON AFLAC ES POSIBLE.

Housekeeper/Room Attendant Full-time Sheraton West Des Moines Hotel - West Des Moines, IA www.indeed.com High school or equivalent Hospitality housekeeping preferred: 1 year

Property Maintenance Motel 6 - West Des Moines, IA www.indeed.com POSITION SUMMARY: The Property Maintenance Person is responsible for the overall maintenance of the property and equipment, and functions as a member of the Maintenance Team. Computer proficiency, including Windows, Outlook, Word and Excel * Able to pass a property maintenance assessment * Prior experience with property maintenance, preferably in motel or hotel environment.

Office Maintenance, Custodian Hy-Vee, Inc. West Des Moines, IA www.indeed.com. Under direct or indirect supervision of the Facilities Manager, performs a variety of cleaning activities designed to maintain both the Corporate Office and Ron Pearson Center facilities in an orderly, sanitary, safe and attractive condition. High school diploma or equivalent preferred; Minimum of one year experience as a custodian or equivalent experience.

Custodians - Janitors Part-time Diversified Maintenance - Urbandale, IA www.indeed.com 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

Housekeeping, Cleaner, second shift, FT VALLEY WEST MALL West Des Moines, IA www.indeed.com Primary duties include cleaning and stocking restrooms, patrol assigned area, trash removal ,food court attendant and many other task as assigned. Experience in the Janitorial field a plus.



Assistant Manager - New Location Panera Bread of Iowa Des Moines, IA www.indeed.com
High school or equivalent Restaurant Assistant/Manager Experience: 3 years

Prepared Foods Production Team Member (224207) Whole Foods Market West Des Moines, IA www.indeed.com Previous kitchen experience focusing on hotel/banquet and/or catering a plus, able to execute large batch production recipes Excellent understanding of quality, scratch food.

Service and Kitchen Team Job Number: 15003760 64th & Mills Civic PX Panda Express www.indeed.com. Some high school 0-1 year related experience Applies basic knowledge of steam table operations and serving protocols.

Bakery Clerk Part-time Hy-Vee, Inc. Johnston, IA www.indeed.com. Less than High school or equivalent experience and six months of less of similar or related work experience.

Customer Sales and Service Representative Full-time Husky Spring Des Moines, IA www.indeed.com Candidates must possess strong customer service skills and sales skills. High school or equivalent. Required experience: Automotive Parts: 3 years Sales: 1 year Required license or certification: Driver's License

Cashier Part-time Kmart URBANDALE IA www.indeed.com Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

Cage Cashier 16-414 Full Time Prairie Meadows Racetrack and Casino, Inc. Altoona, IA www.indeed.com Hours: 1AM-9:30AM with Tuesday/Wednesday off Duties: Responsible for maintaining the assigned cashier drawer with an acceptable level of coins, chips and cash, to ensure the highest guest service level is being met. Provide high quality cashier services to guests of Prairie Meadows. Performs, but not limited to, the following functions: check cashing, sell/redeem chips, process slot jackpots, processes table game jackpots, processes poker tournament paperwork and balances cash drawers. Maintain accountability for all coin, cash and cash equivalents within the assigned drawer. Requirements: High school diploma or equivalent, and cash handling experience required. Strong knowledge of 10-key by touch and math skills are essential. Some accounting or banking experience preferred. Computer experience with MS Excel, Word and Outlook preferred. Excellent guest service skills and attention to detail required. Must be able to count money accurately. Must be able to stand for long periods of time, work in small confined areas, and maneuver all areas of the casino. Must be able to handle a fast paced and stressful environment and able to tolerate secondary smoke along with loud noise. Ability to lift up to 26 lbs. Must be able to stoop, bend, reach, twist and grip objects, kneel, crawl, have good finger movement and be able to differentiate colors.



Cashier - Hourly Monday-Friday 7:30am-2:30Part time-Regular Aramark Johnston IA
www.indeed.com Job Summary: The cashier position is vital to achieving positive customer service and is responsible for successfully completing the financial transaction with the customer and maintaining the balance of the cash drawer at all times. Required Qualifications: Excellent interpersonal and communication skills excellent customer service and a positive attitude. Must be able to work in a team environment Must have the ability to multitask and solve problems Experience running a cash register, knowledge of processing a credit card reader and performing credit card transactions Math skills for counting money and providing correct change. Desired Qualifications: Experience in the food service industry or grocery is highly desirable. High school education or equivalent

Administrative Assistant/Receptionist Full-time Intoxalock Urbandale, IA www.indeed.com
Customer Service: Assist with updating lists; call customer service, coding Call Service Centers to ensure scheduled installation has occurred. Update weekly past due equipment report Invoice processing Shipping, schedule pick-ups, return labels Email: follow-up on inquiries. A High school or equivalent 1 year of Administrative experience. Ability to work on multiple projects simultaneously for multiple manager in a fast-paced business environment. Must have excellent Microsoft office skills, strong verbal and written communication skills High school or equivalent Administrative Support: 1 year

Assistant District Manager - Property Management Newbury Living - Des Moines, IA
www.indeed.com Newbury Living is seeking a full-time Assistant District Manager. This will be a full-time position, based out of Newbury Living's corporate office in West Des Moines, but with 50-75% travel in and around the Des Moines area. Necessary Qualifications 5 years' experience in affordable housing (HUD, LIHTC, and/or USDA-RD) with general knowledge of these programs and their associated compliance duties. Have a proven track record for excellence, high quality customer service and high occupancy. Excellent and effective written and verbal communication skills. Organized, efficient and self-starting, with little to no direction needed and the ability to jump quickly from task-to-task without pause or distraction. Excellent technological and computer skills. Strongly Recommended/Desired Qualifications Experience with Real Page/Onsite CAM Certification Experience with graphic design, ads, flyers, brochures, etc.

Administrative Project Assistant (Scheduler) Position Code 16-2856 Full Time Employee Telligen. West Des Moines, IA www.indeed.com this position is responsible for providing technical and project administrative support for various contracts/customers. Two year degree in business or related field and/or equivalent training and/or experience. 2 years' experience in project administrative support. Additional Comments - Project Assistant: 5% local and overnight travel.

Assistant Manager Beauty Brands, LLC Clive, IA www.indeed.com Beauty Brands is a full-service salon, spa and retail superstore with over 10,000 professional products Demonstrated record of management skills Two or more years' experience in retail preferred Strong customer service, communication and interpersonal skills



Residence Hall Coordinator/Coordinator of Student Wellness Education (12 mo.) - 998654
Drake University des Moines, IA www.indeed.com Residence Hall Coordinator (RHC)/Coordinator of Student Wellness Education to facilitate the total student life experience for approximately 500 residents residing in the largest residence hall on campus. The responsibilities will include but are not limited to: programming, enforcement of community standards, supervision of undergraduate and full-time staff, and management of desk operations. The RHC will create and implement Wellness Education Initiatives for the university residence hall system. The position also includes the supervision of Summer Camps and Conferences and will assist with the supervision of Orientation, Interim and Summer School housing. This is a twelve month, live-in position. (The position Live-In/Live-on" means that the RHC would be "living in/residing in" the residence hall where s/he coordinates and lives with approximately 500 residents.) A Bachelors required (Master's degree preferred). Previous residence life experience preferred. Bachelor's degree required, Master's degree preferred. Previous residence life and residential summer camp/conference experience strongly preferred. Computer experience (Mac or PC), MS Office (Word, Excel, Access, etc.), and web-based applications. Experience with Banner, STAR REZ, one card systems, Student Health 101, Everfi, eCHECKUP, Simplicity Advocate software, updating web pages and web based documents preferred. This position requires evening and weekend hours. This is a live-in/live-on position; the RHC would be living in the residence hall with approximately 500 students. This is a twelve month Live-in/Live-on position.

Fuel Station Clerk Part-time Hy-Vee, Inc. Johnston, IA www.indeed.com No education or experience requirements.

Cash Vault Teller full-time Rochester Armored Car Company, Inc. Des Moines, IA www.indeed.com Bank Teller, Casino or similar experience helpful but not required. Previous experience preparing change orders/deposits 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.

Administrative Assistant Full-time Wesley Life -> The Village Indianola, IA www.indeed.com High School Diploma or GED. A minimum of two years prior experience in administrative office work, accounting/payroll, human resources or related field is required. Must be flexible to meet the immediate and ongoing demands of the position and willing to work in a team environment. Must have intermediate or better computer skills with specific experience in Microsoft Office, including Outlook, Word and PowerPoint. Excel experience is helpful. Professional customer service or administrative professional learning is preferred. Shipping\Receiving Warehouse Processor Job ID Number: 5251724-1 Wells Fargo Des Moines, IA Job www.indeed.com Description Our Team Member Technology Configuration Center is looking for a Shipping/Receiving Warehouse Processor. The Config Center is a high production computer production facility. This position is a boxing/unboxing and receiving/shipping position



in the Des Moines Config Center for our daily base activity/volume including MAC, TOG, WFA, Mortgage and other LOB's covered under our normal base support service model. Required Qualifications 2+ years of operations experience 1+ years of shipping/receiving experience 1+ years of warehouse experience Desired Qualifications Strong analytical skills with high attention to detail and accuracy Good verbal, written, and interpersonal communication skills Basic Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information

Room/Laundry Attendant 16-416 Part Time Prairie Meadows Racetrack and Casino, Inc. Altoona, IA www.indeed.com Duties: To provide high standards of cleanliness and sanitation for hotel guests. Cleans all guest rooms and public spaces as assigned following established guidelines and standards. Check all guest room fixtures, furniture, television, radio, and heating/cooling equipment for proper operation. Return individual guest room's heating/cooling equipment to proper settings. Inspect guest rooms for maintenance needs and report. Requirements: High school diploma or equivalent preferred. Previous housekeeping experience preferred. Must have the ability to use power cleaning equipment such as vacuums, floor scrubbers, shampooers, etc. Must pay close attention to detail. Must be able to communicate effectively both verbally and in writing with persons of diverse backgrounds. Indoor environment. Exposed to cleaning chemicals & to various types of waste. Standing and walking for 8-10 hour shifts. Smoking environment. Ability to lift 50 lbs. and push/pull up to 150 lbs. Must be able to work weekends and holidays.

Meat Specialist Hy-Vee, Inc. Ankeny, IA www.indeed.com the meat specialist is a fully skilled job that cuts and merchandises all fresh meat commodities. High School or equivalent, Hy-Vee food safety training. Over one year of related work experience preferred.

Housekeeping Attendant Adventureland Inn - Altoona, IA www.indeed.com Qualified applicants must be at least 18 years of age and able to lift 25 – 50 pounds. Duties include cleaning guest rooms including changing bed sheets, vacuuming carpet and cleaning mirrors, bathroom and furniture with chemicals and emptying trash. Inspecting guest rooms for repairs as well as fixtures that are not working properly and report repairs to supervisor. Restocking guest rooms with supplies. Cleaning and vacuuming public areas including restrooms and emptying trash. Have general knowledge of Adventureland Inn including amenities to assist with guest needs. Previous experience is a plus. **MUST WORK WEEKENDS.**

Medical Receptionist/Patient Representative Full-time Wolfe Eye Clinic - Des Moines, IA www.indeed.com Candidates must be patient service oriented, possess great communication skills, have excellent attention to detail and be a team player. Basic computer skills and medical office experience strongly preferred. Some daytime travel may be required.



Early Morning Recovery Associate - Part-Time Mills Fleet Farm Ankeny, IA www.indeed.com
Team Members on the Early Morning Recovery Team are responsible for replenishing merchandise at the store location with available stock to ensure proper inventory is available to our customers. Team Members rotate through different departments as needed. Must be at least 18 years of age. Prior retail experience and/or training is preferred. Familiar with basic computer functions.

Help Desk Operator Full-time Imagetek Inc. - Des Moines, IA www.indeed.com As one of our Help Desk Operators, you'll take on a key technical support role helping to make dealing with Imagetek simple, effortless and enjoyable for customers. If you have the ability to quickly learn our product portfolio, a natural ability to prioritize competing requests, and the willingness to go the extra mile to deliver outstanding customer service, you'll settle into this role just fine.

Claims Customer Service Rep | Nationwide Mutual Insurance Company Des Moines, IA www.indeed.com Hours for this position can range between 11:00 AM - 10:00 PM Monday - Friday
JOB SUMMARY: Serves as first contact with Claims customers. Takes Notice of Loss for routine claims from policyholders, claimants and others
Education: High school studies. Post-high school studies preferred
Experience: One year related work experience preferred.