



Sample Job List Week August 1 - 5

***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. ***

Parts Shipper / Receiver Full-time job # MFO30020 Ryko Solutions - Grimes, IA www.indeed.com. Under the direction of the Customer Quality Support Manager, the Parts Shipper / Receiver works in the Central Stores or Receiving area and is responsible for receiving and stocking of parts from suppliers and the pulling and shipping of parts. Required Skills or Experience: Must have a valid unrestricted driver's license. Be able to pass written and manual tests in order to obtain and retain a forklift operator license. Be able to stand and walk for extended periods of time each day (walk approximately 12 miles each day) Basic computer skills Must be able to read, write, and speak conversational English Must be able to intermittently lift up to 75lbs Required education: High school or equivalent Required experience: Shipping And Receiving: 2 years

Coffee Shop Barista Part-time Hy-Vee, Inc. Windsor Heights, IA www.indeed.com 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. Education and Experience: Less than high school or equivalent experience and six months or less of similar or related work experience.

Marketing Coordinator Part-time Ankeny Chiropractic Health Center - Ankeny, IA www.indeed.com. We are looking for: an energetic, extroverted, happy person who exudes health and vitality who has a desire to make a difference in other people's lives. Four years work experience required, at least two years of continuous employment with same employer. Job responsibilities include: Creating relationships in our community through cold calling and lead generation. Setting up and hosting health talks at businesses in our local area Maintain relationships with leads, through email, letters and phone calls. Setting up meetings and events to create marketing opportunities for our practice Required education: High school or equivalent. Required license or certification: Driver's License.

Department Manager - Inside Lawn and Garden Lowe's West Des Moines, IA www.indeed.com Responsible for overseeing the daily activities of hourly associates on the Sales Floor, Front End, Freight, Delivery or Stocking departments. Job Requirements Requires morning, afternoon, and evening availability any day of the week. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties. Minimum Qualifications High school diploma or equivalent. Experience with computer and web-based systems (e.g., email, web based applications, delivery/scheduling systems, online ordering systems, training). PSA: Ability to travel between stores within market and work overnight and weekends as required, Licensed driver with reliable transportation, 2 years customer service or retail experience in a fast-paced



retail environment or 1 year Lowe's store experience. Preferred Qualifications 1 year experience working in a retail store or customer service position. 1 year supervisory experience including coaching/training and evaluating the performance of direct reports.

Customer Service Representative – Manufacturing Movement Search & Delivery - Des Moines, IA What you will do: The Customer Service Representative provides leadership to the day-to-day execution of customer orders, evaluates/identifies opportunities to drive process improvements that positively impact the customer's experience, and assists with lot sizes and lead times, by part, to reduce unplanned disruption to operations. The position works with quality, seeks to resolve all product and/or service problems by clarifying the customer's complaint, determines the root cause of the problem, and explains the best solution to solve the problem, expediting corrective action. Additionally, the Customer Service Representative leads all engineering changes, handles all commercial communications to the customer including preparing and submitting the quote and status updates for an implemented order, and coordinates resources in the plant. What you will need: Associate's Degree or comparable work experience. Current experience in a customer service role within manufacturing. Plastic part and/or injection molding experience preferred. Working knowledge of Microsoft Office and demonstrated capability in Excel and a major ERP system (IQMS, SAP, Plex, etc.).

Bakery Clerk Part-time Hy-Vee, Inc. Ankeny, IA www.indeed.com As Bakery Clerk, this position will be responsible for reviewing daily orders, preparing & replenishing products in a prompt, efficient and friendly manner. Education and Experience: Less than High school or equivalent experience and six months of less of similar or related work experience.

Overnight Patrol Division (Operations) Part-Time 1st Shift. American Security & Investigations Des Moines, IA www.indeed.com. We are currently seeking candidates for our patrol division. This is a part time position working 1st shift 11pm to 7am. Foot patrol, vehicle patrol, responding to alarms and calls for service, providing lock up/unlock service will all be duties of this position. Must have clean driving record Experience in the security field is a plus, but willing to train. Education Requirements (All) High School Diploma/GED Screening Requirements: Motor Vehicle, Drug Screen, Criminal Background Check

Kennel Attendant (Weekdays) Part-time Jordan Creek Animal Hospital - West Des Moines, IA www.indeed.com As a Kennel Attendant your responsibilities includes but is not limited to: Providing walks and playtime, Supplying food and water, Giving baths and brush outs, Washing towels, bedding, and dishes, Cleaning cages (as well as other areas of the hospital and kennel), Maintaining the kennel and JCAH property. Please be sure to submit the exact days/hours you are available and desired number of hours per week.

Call Center - Donor Recruitment Specialist Part-Time LifeServe Blood Center Des Moines, IA www.indeed.com. 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. 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

Material Handler/Forklift Operator Capital City Fruit - Norwalk, IA www.indeed.com

The Production Material Handler will retrieve, store and manage pallets of produce, packaging supplies, and materials efficiently in the Production department. This will include frequent operation of hand jacks and Stand up forklifts to enable material movement and transferring in three high selective racking and three high push back racking setups. As well as other misc. tasks as directed by a supervisor such as packing specialty items, manipulating custom software, cleaning coolers, or general housekeeping, etc. They will also work as a Packer or Line feeder in the absence of Material Handler duties. *Anticipated hours per week: 50 (Hours are cyclical based on product demand and overtime may be required)

Cleaning Position Full Time Kimco Services Des Moines, IA www.indeed.com. We are currently hiring a full time cleaner for mornings in the Des Moines Iowa Southside area you will be working in a retail account location so must be presentable and able to work with customers. You will be sweeping, dust mopping, mopping floors, vacuuming, dusting, cleaning windows, floor scrubbers, trash removal and stocking/cleaning restrooms. 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.

Service Meat Clerk Part-time Hy-Vee, Inc. West Des Moines, IA 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.

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

Delivery Driver/Warehouse Full-time Prairie Pella Inc. Des Moines, IA www.indeed.com No overnight travel and off work most days by 2:30 pm. If you have a clean driving record and a class B CDL, we have the job for you. Job duties include loading trucks for delivery to jobsite, driving to jobsite, unloading at jobsite, and various warehouse related tasks. Need to have a good driving history, pre-employment physical and drug screen required. Required education: High school or equivalent required license or certification: Class B CDL

Assistant Service Center Manager Valvoline Instant Oil Change West Des Moines, IA www.indeed.com The Assistant Service Center Manager runs the store when the Service Center



Manager is not available and assists in other management duties, including scheduling, inventory, paperwork, and employee development

Hotel Front Desk Agent (Full Time & Part Time) Prairie Meadows Casino, Racetrack & Hotel - Altoona, IA www.indeed.com. This position is responsible for the successful daily operation of the hotel front desk. Successfully check guests in and out of sleeping rooms. Conduct all necessary guest transactions and create front desk reports in an expeditious manner. Create accurate reservations, room blocks, and assist with group arrivals and departures. Monitor the front desk through potential times of stress and emergencies Requirements: High school diploma or equivalent. Must have hotel, front desk, customer service or similar work experience. Advanced computer skills and proficiency with Microsoft Office Suite required. Knowledge of Micros Opera property management system is preferred. Excellent phone etiquette, customer service and people skills relating to both internal and external guests. Must have strong organizational and multi-tasking skills, and the ability to communicate effectively both verbally and in writing with persons of diverse backgrounds.

Medical Records Clerk Wolfe Eye Clinic - Des Moines, IA www.indeed.com Wolfe Clinic has an opening for a full-time Medical Records Clerk in our busy West Des Moines office. The main duties of this position include pulling, filing, creating new patient charts and scanning documents into the electronic health record. Candidates must possess great communication skills, have an eye for detail, be a self-directed worker, possess good decision making skills, and be able to work in a fast paced team environment. Basic computer skills and medical office experience a plus. Some day time travel may be required

Administrative Assistant / Data Entry Specialist Celebrity Staff - Des Moines, IA www.indeed.com The day to day of an administrative assistant / data entry specialist includes: Assisting in office tasks such as scanning, filing, phone coverage, correspondence with clients, etc. Jumping in on special projects in the office and doing anything else that may be assigned. Ideal qualifications of an administrative assistant / data entry specialist candidate: Previous administrative experience in an office setting. Task oriented and highly organized Degree preferred but not required as we will look at equivalent work experience Fantastic data entry skills Ability to use the entire Microsoft Office Suite especially Excel and Word

Fuel Station Clerk Hy-Vee, Inc. West Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Operates cash register accurately and scans product. Ensures cleanliness of store, quality and quantity of product, and tends to supply needs in the store and at the pumps. No education or experience requirements.

Salad Bar Express Clerk Hy-Vee, Inc. West Des Moines, IA Handles food in a safe manner and ensures the work area is always clean and neat. No education requirement. Six months or less of similar or related work experience.



Cashier Part-time Aramark Des Moines, IA www.indeed.com M-F 8:15 AM - 2:45 PM 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. Additional Job Functions: Cross-train at other positions in the location Work at other stations and in other departments as necessary Completion of any task requested by a supervisor or member of the Aramark management team Qualifications: 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

User Experience Specialist Dice Des Moines, IA www.indeed.com As a User Experience Specialist you be responsible for driving customers' successful use of Dice products and services in fulfilling their hiring and recruiting needs. Primarily, your activities will include posting customer jobs, taking incoming phone calls, chat sessions, and emailing. Minimum Qualifications: Associates degree preferred A minimum of 1 year experience in Customer or Sales Support, staffing services, sales, admin, or other customer-facing role Inbound/outbound phone calling experience preferred Excellent communication skills (both written and oral, including excellent spelling, grammar, and punctuation) Experience with MS Word, MS Excel, CRM system, and Internet navigation required Typing speed of minimum 75 WPM preferred Technical aptitude needed Strong organizational and time management skills. Must be able to work independently and with cross-functional team Positive attitude is a must Ability to adapt to constant change a must. Excellent attendance a must Background Checks Required.

PCA - Part-time Waukee, Iowa www.indeed.com we are hiring both full-time and part-time caregivers and offer flexible start dates. Our personal care aides and caregivers provide personal care to clients in their homes, ranging from assistance with daily activities, to providing companionship with presence and engaging conversation. Job Requirements Must pass a background check and drug screening Have access to reliable transportation High school diploma or GED Must be kind, responsible, and friendly. Experience is a huge plus, but not required - we will train great applicants.

Administrative Assistant Capital City Fruit - Norwalk, IA www.indeed.com. Supports the sales staff in processing orders for customers including the following duties individually or through shared duties with other sales assistants. Education and Experience: Associate's degree-preferred 3 years Administrative (Sales environment preferred). Must have intermediate knowledge of Microsoft office products - emphasizing Excel and Power Point. Language Skills: Ability to read, analyze, communicate and interpret effectively with Capital City Fruit staff and customers. Ability to communicate in Spanish or Vietnamese language preferred but not required. Computer Skills: Must be proficient in all Microsoft office products especially Word and Excel. Experience in using data processes, both numbers and words. Experience with time-



sensitive deadlines- accuracy over speed. Strong and Proven PowerPoint skills Experienced in developing Excel reports with charts and graphs.

Executive Assistant Happy Medium - Des Moines, IA www.indeed.com

As the Executive Assistant at Happy Medium, you will be responsible for the following:
Providing support for the CEO on a daily basis through a variety of administrative and personal tasks
Managing CEO's appointment schedule by planning and scheduling meetings
Coordinating travel arrangements including reservations, flights, hotels and conferences
Assisting with telephone and email communication
Desired Skills and Experience Bachelor's degree or 3 years relevant work experience preferred
Excellent verbal communication and professional writing skills
High attention to detail
Self-motivated – able to solve problems and make decisions in a timely manner
Ability to work with highly sensitive, confidential information
Able to work well under pressure in a fast-paced environment
Valid drivers' license

Receptionist Mercy West Family Practice and Urgent Care PRN (must be able to work every other weekend) -2016-R0069216 Catholic Health Initiatives - Clive, IA Under direct supervision, Receptionist is responsible for performing a variety of general administrative support duties associated with the patient intake process and performs routine duties within the clinic.

Receptionist Mercy Indianola Family Practice and Urgent Care – Full Time-2016-R0069215 Indianola, IA www.indeed.com under direct supervision, Receptionist is responsible for performing a variety of general administrative support duties associated with the patient intake process and performs routine duties within the clinic.

Retail Sales Associate (part-time) Duluth Trading Company Des Moines, IA www.indeed.com. We are looking for just a few people to join our team and help our continued success as a store. Training is provided by expert fine-tuners and just a bunch of fun people to work with. Consistent with that the associate provides thoughtful, engaging and solution based customer service, demonstrates superior product knowledge, enjoys being part of team, supports the overall sales goals and takes pride in maintaining a well merchandised, organized and clean store. Knowledge and Background Requirements: High school diploma or equivalent. Retail experience preferred but not necessary. Customer centric. Takes pride in a job well done, shows ownership in the store. Operates with integrity and trust. Excellent communicator and listener. Collaborates and functions as part of a team. Ability to work a flexible shift including nights and weekends. Performs other duties as directed. Required experience: Retail: 1 year

Loss Prevention Agent Gordman's Des Moines, IA www.indeed.com this position is responsible for the detection and apprehension of individuals who shoplift merchandise from Gordman's. Additionally, this position is responsible for promoting all aspects of the Loss Prevention Division theft awareness, safety and shrinkage control program in the assigned store. Ability to successfully pass a pre-employment background screen and drug test. High school diploma or equivalent. Minimum of one-year experience in a retail setting required with loss prevention experience preferred.



Store Associate (part-time) The UPS Store - Urbandale, IA www.indeed.com. The Store Associate helps the Owner run the day-to-day operations of this retail location. He or she may be required to open and close the center, help manage productivity and ensure the center's team delivers world-class customer service to all customers. The ideal candidate has a high school diploma or GED (college coursework or a degree preferred), one year of retail store operations experience, strong supervisory/managerial/leadership skills, excellent computer/internet/software knowledge, the physical ability to perform this job (lifting, bending, etc.), and knows how to listen, follow, lead, and help the Owner attain defined targets. He or she must have a dynamic personality and be confident. Prior experience working at a packing and shipping store or similar retail outlets is highly desired.

Customer Service Representative Part-time First American Bank - Clive, IA www.indeed.com In this customer service role, the Interactive Teller plays a critical role in the success of First American Bank by providing outstanding, personalized service through an interactive teller machine (ITM). Customers touch the screen of an ITM to be directly connected with an Interactive Teller who assists the customer in completing his or her banking transaction through a video interface. Our Interactive Tellers build relationships with customers, identify sales opportunities, and ensure that each transaction is processed accurately and efficiently. The hours for this position are 3:15pm - 7:15pm, Monday – Friday. This position will also be expected to work at least two Saturdays a month, from 7:45am - 1:00pm. Saturday rotations are required. Education/Experience: Associate's degree plus two years of related experience and/or training; or equivalent combination of education and experience. Individual should have experience with virtual communication (like FaceTime, Skype, or video conferencing) and be comfortable being on camera at all times. Preferred experience includes teller or other retail banking experience.

Customer Service Specialist Part-time Sherwin-Williams West 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 willing to work all scheduled hours and required overtime, which may include evenings and weekends, with or without reasonable accommodation. Must be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. Must be able to operate material handling equipment (e.g. hand truck, pallet jack, forklift, etc.). 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. Associate Degree or related college courses. Customer service skills, including problem solving and handling customer complaints. Good written and verbal communication skills.

Maintenance Worker Daytime Holy Trinity Catholic Church & School - Des Moines, IA Under direction, performs a variety of responsible, routine and preventative maintenance work and



assignments for the parish and school buildings and grounds, the Facilities Manager, Pastor and the School Administration (Principal and Vice-Principal) of Holy Trinity Catholic Church and School. Required education: High school or equivalent Required experience: Maintenance: 2 years Light Handy Man Fixes: 4 years Familiar with Cleaning Machinery: 2 years School Environment: 1 year Knowledge of Heating and Cooling Systems: 2 years

Office Manager Prelude Behavioral Services - Des Moines, IA www.indeed.com Responsibilities for this key position include: Supervises and trains clerical staff. Interview candidates and makes hiring recommendations, provides training and cross-training, and ensures staffing levels are adequate at all locations at all times. Conducts performance evaluations and makes recommendations regarding increases, disciplinary action, termination, or other changes necessary to meet department and company expectations. Supervises the review and response to records requests, the completion and submission of SARS forms, and other tracking of client assessment and information. Retrieves files from storage when necessary. Provides support to Regional Director, managers and supervisors as directed. Completes general typing for the office including forms, dictation, correspondence, data gathering and other documents. Coordinates activities between Iowa City and Des Moines staff involving scheduling, bank deposits, off-site supervision, etc. Provides training and supervision necessary to ensure that all staff understand financial principles and are able to demonstrate proficiency in entering data into the electronic recordkeeping system. Qualifications: High school diploma or equivalent, three years secretarial experience and two years of supervisory experience required. Knowledge of Microsoft Office products required. Knowledge of insurance terminology and experience with billing and medical records desired. Excellent organizational, time management and communication skills required.

Data Entry Clerk Celebrity Staff Des Moines, IA www.indeed.com Job duties for this data entry clerk include: Ensuring accuracy for all insurance coverages Handling correspondence for customers Entering in data as it pertains to various insurance coverage Answer incoming calls from both internal and external customers Job requirements for this data entry clerk include: Typing speed of at least 45 WPM High attention to detail and accuracy At least three years insurance processing background High school diploma required

Bakery Clerk Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com As Bakery Clerk, this position will be responsible for reviewing daily orders, preparing & replenishing products in a prompt, efficient and friendly manner. Education and Experience: Less than High school or equivalent experience and six months of less of similar or related work experience.

Warehouse Coordinator- Order Picker Owens & Minor, Grimes, IA www.indeed.com Responsible for ensuring that all warehouse functions are completed accurately and on time. Keeps records on incoming and outgoing shipments and prepares items for shipment. Responsible for filling customer orders and delivering them to the delivery platform in a manner that meets Company standards for safety, security, and productivity. Responsible for the completeness and correctness of all orders filled. Checks outbound shipments for accuracy



and readiness for customer delivery. Mon- Fri, 1st shift, 7:30am- 4pm. Selects items for customer orders using an electric picker machine and voice pick system, delivers them to the staging platform in a manner that meets company standards for productivity, accuracy, and safety. Responsible for the completeness and correctness of all orders filled. Puts away product in proper locations. Checks outbound shipments for accuracy and readiness for customer delivery. Safety toe shoes required. Education and Experience Required: General knowledge of a variety of basic topics, such as math, reading, basic accounting, typing, etc. Equal to a high school diploma. Prior experience working in a distribution center a plus. Warehouse Certification and Operations Certification also a plus.

Healthy You Mobile Manager Hy-Vee, Inc. West Des Moines, IA www.indeed.com Supports and promotes the services of the Hy-Vee Health and Wellness team throughout Hy-Vee's trade territory. Assists Dietitians, Pharmacists, Kids Fit™ Personnel and other members of the Hy-Vee Health and Wellness team at store and community events. The driver will be responsible for driving the Hy-Vee Healthy You Mobile to the various sites, assisting in setting up and tearing down the health fair equipment and supporting the Hy-Vee Health and Wellness team in facilitating and leading events and activities. Schedule is flexible, generally 4-5 days per week. This individual will be representing Hy-Vee to those inside the organization, to customers, and to the general public. Education and Experience: High School Diploma or equivalent; Health Promotion or prior health field related experience preferred. Must be 21 years of age and have a Class D-2 Chauffer's license or state equivalent. Drug screen required. Possess and maintain an incident free driving record.

Property Manager/Lease Up R & R Realty Group West Des Moines, IA www.indeed.com. The position has overall responsibility for the leasing, accounting, reporting and physical condition of the property. Manages Multi-Family location by performing the following duties personally or through other personnel Requirements Associate's degree (A. A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience Demonstrates knowledge of market and competition, previous marketing or management experience preferred Strong business acumen desired Proficient in Excel, an aptitude for learning new software is required Must comply with Fair Housing and applicable Tax Credit laws

Warehouse Supervisor 3rd Shift Hy-Vee, Inc. Des Moines, IA www.indeed.com Responsible for overseeing shift operations of the warehouse and supervision of the work force. Education/Experience Required to Perform Job High School diploma or equivalent required; Two years of Warehouse Supervisor preferred; knowledge of warehouse operations, and product knowledge is a plus. Equipment Used to Perform Job Stock picker, electric pallet jack, forklift, turret truck, Vocollect, Windows based PC, printer, wireless devices, telephone, fax, copier, calculator, internet, product management software, and Microsoft Office products

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



West Des Moines, IA. We are looking for garden center merchandisers to work in major big box retail locations. 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. Merchandisers must also have a positive and professional attitude, reliable transportation, home/cellular phone contact, valid e-mail address, and be able to pass required background check.

Housekeeping Days Inn Clive, IA www.indeed.com The Days Inn is currently seeking a highly motivated, fast-paced multi-tasker who is seeking a full-time Monday-Sunday position as a Housekeeper. Our full time or part time Housekeeper would be in charge of conducting daily cleanings General cleaning duties not limited to: mopping, dusting, sweeping, vacuuming carpet, window cleanings, washing walls, base board cleaning, bathroom Operation of both electrical and non-electrical cleaning equipment. High School diploma or equivalent. Required experience: Cleaning: 1 year Required license or certification: Driver's License

Maintenance Assistant Terradin LLC - Des Moines, IA www.indeed.com Responsible for maintaining the grounds, facility, and equipment in a safe and efficient manner, in accordance with established procedures, and as directed by your supervisor, to ensure that a successful, viable, maintenance program is maintained at all times. Qualifications: must possess, as a minimum, a High School diploma or equivalency. Experience: must have some knowledge and experience in yard maintenance, painting, and minor house repairs. Must have some carpentry skills.

Laundry attendant Full time Homewood Suites by Hilton West Des Moines, IA www.indeed.com Full time laundry person needed. Must be able to work weekends and holidays required license or certification: Must have transportation.

Dessert Finisher/Esspresso Maker - The Cheesecake Factory Jordan Creek Town Center www.indeed.com. The Dessert Finisher or Espresso Beverage Maker ensures that guests are greeted warmly upon entry, shares descriptions about our many dessert selections, and prepares our delicious cheesecake, dessert and coffee selections for each guest's order. Additionally, this person performs housekeeping duties such as cleaning and maintaining the bakery area and equipment. 6 months customer service or guest service experience preferred.

Maid/House Cleaner Des Moines, IA Des Moines, IA www.indeed.com MaidPro Des Moines is hiring professional house cleaners/ housekeepers immediately! Important Criteria for our House Cleaner / Housekeeper / Maid: Must be legally authorized to work in the United States Must be willing to submit to a Criminal Background Check Sharp eye for small details Must have a valid driver's license and current auto insurance with reliable transportation Willing and able to work in homes that have pets



Cook The Village at Legacy Pointe Des Moines, IA www.indeed.com If you have 1-2 years of experience as a cook in a senior housing environment or in the restaurant or hotel industry, you have a passion for seniors and you take pride in your work, you are just the person we are looking for.

Activities Assistant (Program Services Assistant/Resident Programs Assistant) West Des Moines IA www.indeed.com The Activity Assistant will provide daily activity programs for residents and assist the Program Services Coordinator in providing a full range of program services. This position requires tact, sensitivity and professionalism due to constant interaction with residents and families to guarantee their satisfaction. Assist in and deliver program services. Educational Requirements High School Diploma or GED preferred. Position Requirements Demonstrated knowledge and experience with residents having dementia and appropriate therapeutic/behavioral interventions. Must be able to work as a part of a team. Must successfully complete the required Alzheimer's training.

Checker Part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com Provides prompt and friendly service to customers and assist them when necessary. Operates a cash register and the duties which correspond. Package product, work with drive-up and/or carry-out. Replenishes product as needed.

Chinese Express Clerk Part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com As a Chinese Express Clerk, this position will be responsible for filling customer orders, handling food in a safe manner, ordering and receiving products, making sure orders are correct, and labeling dating, and putting product away.

Facility/Clinical Administrative Assistant DaVita Des Moines, IA 50319 www.indeed.com. Be the "face" of one of our outpatient or hospital facilities-and use your administrative skills to impact the lives of our patients and their families. In this support role you will ensure the timely and accurate completion of change requisitions, treatment logs, patient charts, invoices and purchase orders. You also will assist patients with transportation arrangements and physician appointments. We seek a personable individual with excellent computer and clerical skills (Microsoft Office). You must type 60 WPM and have a high school diploma or GED. Medical secretary or secretarial certification is preferred-as is at least 1 year in a related administrative position in a medical setting.

Office Administrative Assistant Part Time Iowa Realty - Ankeny, IA www.indeed.com The part time Administrative Assistant will provide administrative support for management, agents, and brokers. Responsibilities include answering phones, scheduling appointments, greeting visitors, answering general questions, and assisting agents and brokers in the preparation of paperwork related to real estate sales. The ideal Administrative Assistant will be personable and engaging with guests and visitors to the office and over the phone. Performance Requirements and Qualifications: High School Degree Administrative, Clerical, or Customer Service experience –



real estate experience preferred highly personable Strong organizational skills Analytical Proficient in Microsoft Office Products.

Inbound Customer Service Representative - September 6th & 12th Classes

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. Technical Skills Minimum typing requirements of 25 wpm Simultaneously navigate multiple PC screens and systems Communication Skills Passionate about helping others Speak in a pleasant tone, retain composure and gain confidence of the customer Proficient ability to read, write and speak the English language Training Class Options: September 6th - September 27th Monday - Friday 4pm - 8pm. September 12th - September 30th Monday - Friday 9am - 4pm.

Accounting Clerk Riley Resource Group - Pleasant Hill, IA Codes accounts payable material invoices Generates, mails, and files accounts payable checks Generates EFT files for processing Responsible for new vendor processing and w-9 management Processes MIU claims, helps facilitate Cargill reconciliation Reconciles Accounts Payable statements. Payables Aging Matches invoices to packing slips for non-materials. Codes non-material accounts payable invoices. Determines Sales Tax Exempt Status Answers multi-line telephone and directs caller to appropriate associate Responsible for phone coverage as back up to Administration Coordinator Communicates effectively with other team members

Customer Service Rep Job ID 118487 Hertz Des Moines IA www.indeed.com As a Flexible Service Representative, you will be responsible for a wide variety of assignments, including: Qualifying and processing customer rentals with accuracy and detail. Persuasively selling optional services. Processing customer rental returns. Conducting vehicle service and maintenance. Job Qualifications: Secondary School Diploma/GED. Previous customer service experience and sales skills. Ability to work in a fast paced environment with a variety of tasks. Ability to demonstrate professionalism, enthusiasm, and outstanding communication skills. Detail oriented. Computer literate. Proficiency in English. Must have a valid driver's license, be 20 years of age, with an acceptable driving record. Must have the ability to work flexible schedules, including holidays, weekends, and overtime as required

Retail Sales Consultant Custom Communications AT&T Grimes, IA www.indeed.com. We're Custom Communications, an AT&T National Retailer and the only thing we enjoy more than learning about and selling the latest devices is helping people make the most of them. Our retail opportunities are among the best in the industry, offering you competitive pay, strong benefits, advancement potential and a work environment full of fast-paced fun. Desired Qualifications: 1-3 years retail/customer facing/sales experience preferred. Retail Sales Consultants are paid a competitive hourly rate and can earn additional monthly commission dollars by meeting and/or exceeding sales objectives.