



## Sample Job List Week August 15 - 19

\*\*\*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. \*\*\*

**Assistant Manager** Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Provides prompt, efficient and friendly customer service, and ensures that customer's needs are met. Supervises and coordinates the activities of employees or performs the work of all job levels. Supervisory Responsibilities: Instructing, assigning work, reviewing work, planning the work of others, maintaining standards, allocating personnel, and coordinating the activities of others. Selects new employees and acts on employee problems. Has the authority to recommend and approve employee transfers, promotions, and discipline, discharge, and salary adjustments. Education and Experience: High School or equivalent experience. Two years or more of similar or related work experience preferred.

**Certified Nurse Assistant** Polk City Nursing and Rehabilitation Center Polk City IA [www.indeed.com](http://www.indeed.com). We are looking for a CNA to join our team in a full time position. We are currently offering a \$1,000 Sign on Bonus!! 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** Altoona Nursing & Rehabilitation Center Des Moines IA [www.indeed.com](http://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.

**Nurses Aide CNA** Norwalk Nursing and Rehabilitation Center Norwalk IA [www.indeed.com](http://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.



**Certified Nursing Assistant/Nurse Aide** Bickford Senior Living Urbandale, IA [www.indeed.com](http://www.indeed.com)  
Your day-to-day: Assist residents with activities of daily living, including bathing, dressing, grooming and toileting effectively interact with residents with dementia Provide dining services for residents. Provide routine housekeeping and laundry services Participate in resident activities incorporate opportunities to create small, but memorable, experiences for residents  
Requirements: Nurse Aide certification. If uncertified, contact the Director about Bickford's CNA certification program CPR and First Aide certification High School diploma/GED or one year related experience

**Office Asst./Compliance Officer** Part-time DFS Feed - Johnston, IA [www.indeed.com](http://www.indeed.com)  
First Choice Commodities is searching for a Part-time Administrative Assistant. This position will be responsible for keeping FCC in compliance with all NFA and RJO standards. The position will also assist in answering phones, tracking trades and OTCs, along with some data tracking. Marketing Experience is a plus. What you will do: Keep FCC current on all compliance requirements. Track Anti-Money laundering training requirements for brokers Track Ethics training requirements for brokers. Complete annual branch office audits Prepare and send monthly/quarterly reports to RJO compliance. Prepare and participate in RJO annual audits. Assist in tracking customer positions. Monitor margin call requirements Assist in tracking trades and OTCs by clients and help in customer communication Answer phones. Be involved in Marketing and Farm Progress Shows What you need: Associates Degree or higher and work related experience Proficient knowledge of Microsoft Suite and other programs as needed. Good communication skills Ability to work with a team Self-motivated & goal oriented

**Administrative Assistant** LPI Loans - Des Moines, IA [www.indeed.com](http://www.indeed.com). LPI Loans just promoted our current Admin and we have an immediate opening for an Administrative Assistant in our Des Moines office. This position is full of variety! You are our first impression as you greet our customers! You will assist them with their payments and other needs, as well as working closely with our lending team. Experience is not necessary but good communication, organizational skills, a positive attitude and a great smile will take you far with our company. Salary will be based on experience. We also offer a full package of benefits including a variety of insurances, 401K, and paid vacations. Office hours are Monday through Friday 8am to 5pm. If you have a talent for building relationships, then we may have the perfect opportunity for you!

**Volunteer Coordinator Assistant** Part Time ANIMAL RESCUE LEAGUE OF IOWA Des Moines, IA [www.indeed.com](http://www.indeed.com) The Animal Rescue League of Iowa, Inc. (ARL) is currently seeking a part time Volunteer Coordinator Assistant. Qualified candidates will be able to work independently, have high energy and enthusiasm, and be able to work with many different groups and personalities in a constructive manner for 25-29 hours per week. This paid position has room for a flexible Tuesday-Saturday schedule at the ARL Main location and will give you professional work experience in the non-profit sector. Responsibilities include: assisting with the scheduling and coordination of volunteers, communicating with volunteers, and helping to maintain database



information. Interested applicants should send a current resume, availability, and cover letter to Kevin.

**Associate** Part-time Panera Bread of Iowa Des Moines, IA [www.indeed.com](http://www.indeed.com). Required skills and experience Our Associates are 14 or older, have a positive attitude and professional appearance, have a willingness to learn, and understand that quality and efficiency are vitally important. Pre-employment background check required.

**LPN** Polk City Nursing and Rehabilitation Center Full Time Des Moines, IA [www.indeed.com](http://www.indeed.com) EDUCATION / REQUIREMENTS: Current State of LVN/LPN with a minimum of 2 years related experience; or equivalent combination of education and experience. Good standing in the state registry is required.

**Residential Coordinator** Optima LifeServices Des Moines, IA [www.indeed.com](http://www.indeed.com) Position Summary Full time Residential Coordinator in Des Moines, IA-The Residential Coordinator provides coordination of the site, having a supervisory role and coordination of customer care. Education A high school diploma or GED is required. A bachelor's degree from an accredited college or university is preferred. Qualifications Be at least 18 years of age Licensed driver with automobile insurance Background check required which includes Child and Dependent Adult Abuse and driving record check

**Body Shop Receptionist** DEERY BROTHERS CHEVROLET - Pleasant Hill, IA [www.indeed.com](http://www.indeed.com) Responsibilities to include: Answering calls Greet and assist customers entering in the Collision Center Opening repair orders Filing Scheduling customers in for repair Various other office duties Qualifications: Excellent communication and interpersonal skills Excellent phone etiquette Ability to multi-task Professional appearance and a positive attitude is a must Very reliable High attention to detail

**Office Clerical-10186948** Cintas Grimes, IA [www.indeed.com](http://www.indeed.com) Description Cintas is currently looking for an Office Clerical partner to support numerous office functions. Specific duties that may be assigned include accounts receivable, accounts payable, data entry, and receptionist. All work will be done in person or via phone and e-mail. Word, Excel, PowerPoint, Outlook and the AS/400 system are the computer based programs used for the position. Basic administrative responsibilities will also include, faxing, filing, photocopying, managing incoming and outgoing mail, and creating letters, memos and proposals. Position involves daily interaction with other office support positions, managers, Service Sales Representatives/Route Drivers and customers. Qualifications Accurate typing and 10 keypad experience Computer skills including MS Word, MS Excel, MS PowerPoint, MS Outlook, Intranet/Internet, and AS/400 preferred A high school diploma preferred Previous administrative experience in a similar environment preferred Availability to start within two weeks after offer made/accepted preferred

**Claims Customer Service Rep II** -Nationwide Mutual Insurance Company Des Moines, IA [www.indeed.com](http://www.indeed.com) JOB SUMMARY: Serving as first contact with Claims customers. Takes Notice



of Loss from policyholders, claimants, and others. Makes claims referral decisions and verifies coverage. Answers questions and gives direction to policyholders, claimants and others. Utilizes computerized claims system(s) for information; takes manual loss reports as necessary. Answers claims inquiry calls, works purge desk, and/or handles commercial claims. Assists other claims service representatives with technical questions and non-standard calls. JOB REQUIREMENTS: Education: High school studies. Post-high school studies or insurance industry coursework preferred. Experience: Claims Service Representative I experience and successful completion of formal and on-the-job training of 3-12 months.

**Claims Customer Service Rep I** Nationwide Mutual Insurance Company Job ID: 40909 Des Moines, IA [www.indeed.com](http://www.indeed.com) JOB SUMMARY: Serves as first contact with Claims customers. Takes Notice of Loss for routine claims from policyholders, claimants and others. Utilizes computerized system(s) for information gathering; takes manual loss reports as necessary. Makes claim referral decisions and verifies coverage. Answers questions from and gives direction to policyholders, claimants, agents and others. JOB REQUIREMENTS: Education: High school studies. Post-high school studies preferred. Experience: One year related work experience preferred. Knowledge: Basic understanding of the role of customer service. Familiarity with insurance and/or claims terminology desirable.

**Courtesy Clerk** Part-time Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Provides prompt, efficient and friendly customer service. Packages purchases and assists customers with delivery to their mode of transportation. Education and Experience: No education or experience requirements.

**Operations Assistant** Q3 Contracting Des Moines, IA [www.indeed.com](http://www.indeed.com) SUMMARY: Responsible for various admin and scheduling duties for company operations with its base in Des Moines, IA. QUALIFICATIONS – EDUCATION AND EXPERIENCE: Typing skills to net 40 WPM Advanced knowledge of MS Office products to include MS Word and Excel 10-key accuracy and attention to detail is required High School Diploma or equivalent One-year customer service skills required One-year clerical or administrative experience is required Excellent analytical and organizational skills Excellent verbal and written communication skills English required – Spanish a plus

**Assistant Service Center Manager** Old Dominion Freight Line - Des Moines, IA [www.indeed.com](http://www.indeed.com) Old Dominion is currently recruiting for an Assistant Service Center Manager. This role will successfully assist in managing all supervisory and all other staff and crew to productively handle work load. Responsible for hiring of all supervisory, office and clerical employees, dock, and drivers. On-going processing of claims prevention and training. Approves scheduling of, direction of, and preparing for monthly dock and driver meetings. Accountable for daily monitoring of production, load average, and the overall service and efficiency of shifts. Qualifications: High School Degree or equivalent. Minimum of 2 years Dock Supervisor, Driver Supervisor, or Service Center Operational experience required. 5+ years' experience preferred.



A working knowledge of AS/400, Windows, a thorough knowledge of internal systems such as the Dock Yard Management System and the E Log computer systems in each truck

**Wine and Spirits Clerk** Part-time Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Provides prompt, efficient and friendly customer service. Educates customers about products. Rotates, faces, and replenishes merchandise and ensures highest quality standards are met. Education and Experience: No education requirement. Over six months up to one year of similar or related work experience.

**Produce Clerk Part-time** Hy-Vee, Inc Indianola, IA [www.indeed.com](http://www.indeed.com) Provides prompt, efficient and friendly customer service. Handles food in a safe manner and ensures the work area is always clean and neat. Reviews the status and appearance of the merchandise for freshness. Education and Experience: Less than High School or equivalent experience. Six months or less of similar or related work experience.

**Assistant Service Manager/Service Advisor** JD Byrider Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Assistant Service Manager Want to grow your career while helping customers? Want to work with a tenured team of professionals who work in a great environment with clear goals and direction? Want to work for an industry leader who is experiencing rapid growth & success? Assistant Service Manager Opportunity: Great starting hourly pay of \$10 - \$14 per hour based on skill and experience Overtime pay Great monthly bonus plan up to \$300.00! Great benefit package and paid time off plan. Opportunity for career growth into Service Management or Operations Management Service Hours: Monday – Friday 7am – 5pm or 8am - 6pm, with some flexibility. Growing, industry leading company who currently has 170 locations in 36 states, Excellent training plan Responsibilities Of Assistant Service Manager: Prepare and process any and all customer requests for service appointments by phone or in person. Maintain current forms of appointment logs and notify Service Manager of daily customer work scheduled. Request verification of quality of service performed by follow-up phone calls to customers that visited the service department the previous day. Strive daily to exceed the Service Department CSI goals monthly, quarterly and annually. Provide assistance to customers with inquiries and complaints; answer customer complaints regarding improper or unperformed services. Identify customer service problems and conduct research; prepare work and other necessary items for the Service Management to rectify. Converse with the Finance Manager and Branch General Manager daily to identify any CNAC related service issues that are present. Answer phone calls and wait on the customer base, providing general information on Service Department policies and procedures as required; refer calls to appropriate department personnel. Perform a variety of general clerical duties including typing and proofreading a variety of documents, maintaining files and records, inventory and maintaining office supplies, receive, process, and sort incoming mail and invoices. Operate a variety of office machines including a computer terminal; input and retrieve data and text. Perform related duties and responsibilities as required. Skills Needed To Succeed As An Assistant Service Manager: Honest in all work and customer relations Customer service focused Ability to meet deadlines Accuracy and thoroughness Individual contribution Team oriented Ability to work unsupervised Ability to learnability to work with co-



workers Ability to work with supervisors Good attendance Background of Assistant Service Manager: Automotive Parts, Retail Automotive, Dealership, Office Management, Customer Service Management or a related area Valid driver's license Experience with a position that involved attention to detail and organizational skills, Experience in a fast paced environment, Excellent computer and typing skills

**CHEVY EXPERIENCE CUSTOMER SERVICE REPRESENTATIVE** Ankeny, IA [www.indeed.com](http://www.indeed.com)  
Principal Duties and Responsibilities: Perform work under manager instruction properly and efficiently. Talk with potential customers and sales staff at the dealership and coordinate vehicles for customer use. Organize and administer paperwork for vehicles being used in the program, review vehicle at return for any damage, record data necessary for return, and safely drive/park the vehicle in designated area according to inventory procedure. Requirements and Skills needed: Driver's license with a clean driving record

**Fraud Detection Analyst** part Time the Members Group Des Moines, Iowa [www.indeed.com](http://www.indeed.com)  
Responsibilities: Handle inbound and outbound calls to verify transactions and take appropriate action. Ability to identify possible risks and make decisions based on your findings with minimal supervision. Communicate to management any complex and unique situations that needs immediate attention. Be a part of the team in making recommendations or improvements to the department regarding workflow or production. Participate in projects. Requirements: 1-2 years credit card product knowledge and experience preferred. Call Center/Customer Service experience. Ability to navigate in a Windows environment and through different systems quickly. Strong verbal and written communication skills required. Strong analytical skills required. Excellent problem solving abilities required. Cooperative spirit of a team player. Self-motivated, minimal supervision required. The commitment to maintaining professionalism under stressful conditions. Prioritize and complete multiple tasks in a high production environment.

**Teller** Job ID Number: 5266850-1 Wells Fargo Clive, IA [www.indeed.com](http://www.indeed.com) 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 selling products and services Experience working in a fast-paced environment Other Desired Qualifications Multilingual speakers are encouraged to apply

**Cashier** job id 5947760 Target Urbandale, IA [www.indeed.com](http://www.indeed.com) Description: Offering a fast checkout and genuine interaction with every guest by being friendly and respectful. Be empowered to make decisions and resolve guest concerns in a courteous, helpful manner. Educate guests on RED card benefits and all the ways the guest can save, pay and shop through digital tools and services. Qualifications: Use excellent guest service skills. Strong work ethic and



integrity. Inspired by the merchandise we sell. Learn new technology and enjoys solving problems. Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. Quickly and accurately scan and bag all items, handles money and collect payments.

**Housekeeping Aide** Calvin Community - Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsible for keeping all areas of the facility clean, safe and attractive at all times. Reports any needed repairs or observed deficiencies to appropriate departments. At request of department head, may assist Laundry team. Clean all common areas, restrooms, resident rooms and apartments, offices, equipment and all work areas according to the established policies and procedures of the department. All other duties as assigned EDUCATION High school diploma or equivalent (GED). EXPERIENCE Must be at least 18 years of age Can demonstrate proper use of common housekeeping tools and chemicals WORK ENVIRONMENT May be exposed to hazardous chemicals, infectious waste, communicable diseases and conditions including TB, HIV and Hepatitis B. Must be available to work weekends and overtime when needed. PHYSICAL DEMANDS

**Laundry Aide** Calvin Community - Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsible for keeping all areas of the facility clean, safe and attractive at all times. Reports any needed repairs or observed deficiencies to appropriate departments. At request of department head, may assist Laundry team. Clean all common areas, restrooms, resident rooms and apartments, offices, equipment and all work areas according to the established policies and procedures of the department All other duties as assigned. EDUCATION High school diploma or equivalent (GED). EXPERIENCE Must be at least 18 years of age Can demonstrate proper use of common housekeeping tools and chemicals

**Collector/Customer Service** ER-Select - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Entry level collector; generally is completing or has completed a collections training program or has equivalent experience. Required education: Associate Required experience: Hospitality: 3 years Call Center: 1 year Collections: 1 year

**Customer Service Representative 1** Job ID Number: 5263978-1 Des Moines, IA [www.indeed.com](http://www.indeed.com). This is a call center position requiring the handling of incoming phone calls and strict adherence to a set schedule. Breaks and lunches are scheduled. A monthly Performance Incentive may be earned based on the level of performance on several measures centered on production and quality. The operating hours of this department are currently Monday-Saturday 8:00am-10:00pm and Sunday 10:00am-10:00pm. Candidates MUST be available to work both nights and weekends in order to support hours of operations. Typical shifts include at least one evening shift until around 8pm and a shift on either Saturday or Sunday. A 15% shift differential applies to all hours worked after 4pm, as long as the team member works at least 4 hours after 4pm during the given shift. Candidates must also be available to work holidays as required to meet the needs of the business. This position is in a call center environment with scheduled breaks and lunches. Training starts October 3, 2016.



Paid training is the first 4 weeks from 8-4:30PM M-F, then you will move into an open schedule.  
Required Qualifications 1+ year of experience interacting with people or customers, demonstrated through work, military, or education  
Desired Qualifications Ability to effectively listen and elicit information  
Excellent verbal, written, and interpersonal communication skills  
Basic Microsoft Office skills  
Ability to navigate multiple computer systems, applications, and utilize search tools to find information  
Ability to troubleshoot common computer problems  
Other Desired Qualifications Ability to navigate multiple computer screens while working on the phone

**Child Care Provider Assistant** Sacred Heart Plus - West Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Responsibilities include but are not limited to: supervising and interacting with children 3-12 years old, assisting with snack prep, light cleaning, implementing activities either planned or on the spot. Hours can varied but typically Monday-Friday 2-6pm. Can be flexible to accommodate activities and needs. Responsible and positive personality fun and enjoys a changing work environment various training prior to or within 30 days of hire: First Aid/CPR; Mandatory Child Abuse Reporting; Universal Precautions; VIRTUS

**General Laborer** Skold Companies - Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Responsibilities: Skold has immediate openings for dependable, hard-working laborers to perform tasks involving physical labor at construction sites using equipment and instruments required of the job assigned. Qualifications: Driver s license a plus CDL paid extra – assistance to acquire a CDL available Ability to pass pre-employment drug screen Able to work in all elements of the outdoor environment which include the heat, cold, rain, snow, wind, etc.

**Dishwasher / General Utility** Job number: 206094 Applebee's Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Job Description As a Dishwasher General Utility, you will be responsible for maintaining kitchen work areas, equipment, plate ware and utensils in a clean, sanitary and orderly condition while assisting in food preparation procedures. Duties of this position will include setting up, using, and maintaining the mechanical dishwasher for the duration of the shift, keeping the food line stocked with clean plates, and multiple cleaning and sanitation tasks at the end of the shift, including work area and restrooms. A qualified applicant must be able to lift 25-50 pounds, stand for long periods of time and move from place to place in the kitchen when necessary.

**Skilled Laborer - Concrete Finisher** Skold Companies Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Responsibilities: Skold has immediate openings for dependable, hard-working laborers to perform tasks involving physical labor at construction sites using equipment and instruments required of the job(s) assigned. Qualifications: Driver s license a plus CDL paid extra – assistance to acquire a CDL available Ability to pass pre-employment drug screen Able to work in all elements of the outdoor environment which include the heat, cold, rain, snow, wind, etc.

**Line Cook** Job number: 206130 Applebee's Des Moines IA, [www.indeed.com](http://www.indeed.com) As a Line Cook, you will be responsible for completing all assigned prep work, setting up cook's station, maintaining product presentations, product quality, cook time standards and preparing all



menu items according to Applebee's recipes, plate presentations and specifications. Duties of this position will include set up of equipment, verification of stock, the cleaning of cooking equipment, and preparing food items to specification while maintaining a clean work area. A qualified applicant must have good communication skills, able to lift 25-50 pounds, use knives, slicing and other food preparation equipment while standing and exert well-pace mobility for periods of up to 8 hours in length.

**Cook** FT 12-8pm Karen Acres Health Care Center Urbandale, IA [www.indeed.com](http://www.indeed.com) Karen Acres Healthcare Center is searching for a FT Cook, hours will typically be 12-8pm. Every other weekend is expected. The Cook will work with Dietary Manager and other Kitchen staff to ensure that all food for residents is prepared to the specifics of the facility, resident's food requirement, and state and federal laws and regulations. Required education: High school or equivalent Required experience: long term care: 1 year

**Conservation Laborer II** Temporary/Seasonal Polk County Conservation Board Jester Park Granger, Iowa [www.indeed.com](http://www.indeed.com) Under supervision of the Unit Supervisor, Manager or their designee, assists full-time staff in the seasonal maintenance of county conservation board lands, facilities and equipment. Performs a variety of semi-skilled maintenance, custodial and laborer duties within the Conservation department; Performs a variety of semi-skilled construction trades or natural resources duties; and performs related work as required. Required Knowledge, Skills and Abilities General knowledge of the techniques and methods used in tree maintenance, care and removal. Knowledge in the care and planting of nursery stock. Knowledge and use of hand and power tools in performing manual labor tasks. Knowledge and use of custodial and cleaning equipment machines. Skill in the use/maintenance of lawn equipment including mowers/trimmers. Training and Experience: Must be 18 years of age or older. Graduation from High School or equivalent. Experience with operation of equipment such as mowers, weed eaters, and hand tools preferred, or Certification in pesticide application, or Experience with electrical, plumbing, framing, roofing, and/or concrete construction trades. Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.

**Sales Associate** Job number: 407801 Big O Tires Urbandale IA, [www.indeed.com](http://www.indeed.com) The role of the Sales Associate is to sell tires, tire related services, and mechanical services in a Big O Tires retail store. The sales associate is responsible for assisting the customer in selecting the appropriate services and products necessary for the safe and efficient operation of the customer's vehicle, in compliance with our policies and procedures. He/she is responsible for having a thorough knowledge of all products and services and explaining their features and benefits to the customer in an informative, pleasant and efficient manner. This position must exemplify the highest level of customer service and professional integrity.

**Retail Sales** Job Req# 204559BR Sprint West Des Moines, IA [www.indeed.com](http://www.indeed.com)  
A Sprint Retail Sales Consultant Provides a total sales solution to our customers, for any of their wireless/mobility needs. This includes selling the value of Sprint's devices, accessories and



service plans; maximizing Sprint-customer connections; saving our customers money; personalizing their experience; and protecting their investment Delivers an outstanding store experience that improves customer loyalty and strengthens the Sprint Brand Meets or exceeds key performance objectives, including sales and customer satisfaction goals Accurately sets up accounts, so customers are ready to use their new devices and plans as soon as they leave the store Identifies the right solutions for customer billing, technical and/or account issues Receives training in their curriculum path to further their skills and career opportunities Complies with all operational policies and procedures, including the Sprint Code of Conduct Basic Qualifications High School diploma or equivalent Six months retail sales or related experience

**Customer Account Representative** Rent-A-Center Ankeny, IA [www.indeed.com](http://www.indeed.com) Maintain accurate records of customer account activity, to include current and past due accounts Review past due accounts and communicate in person and via phone with the customers to promote timely payments Collect customer payments on a timely basis and meet daily/weekly collection standards Complete customer service calls in a timely manner as assigned Load/unload truck, or other vehicle, per policy to safely protect coworker and merchandise Deliver merchandise to customer homes in Company provided vehicle as assigned install and set up merchandise, and instruct customers on proper use of merchandise Pick-up merchandise from customer homes as assigned Greet and assist customers on the sales floor Obtain new rental orders on the sales floor and over the phone Complete rental agreements as required Prospect for new business by telemarketing and distributing print materials Refurbish merchandise to like new condition Keep showroom clean and organized, including vacuuming, dusting, and handling household cleaning materials Keep backroom and all store area neat, clean, and organized, including cleaning restrooms, and taking out trash Qualifications Must be at least 19 years of age High school diploma or GED. Friendly with great communication skills excellent customer service skills Valid state driver's license and good driving record must be able to lift and move (push/pull) heavy items and merchandise as needed Typically works 38-40 hours a week depending on business needs

**Receptionist/Administrative Assistant** HUPY AND ABRAHAM, S.C. - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities: Answer and screen incoming phone calls on a multi-line phone system in a fast pace environment Ensure everyone who calls or comes into the office feels welcomed and important Greet and direct clients and vendors Prepare direct mailings Sort incoming mail and prepare outgoing mail Enter and update information in our client management database system Prepare and maintain daily and periodic reports Variety of general office work Job Requirements: Minimum of 2-5 years of experience as a receptionist on a multi-line phone Ability to work 8:00 am - 5:00 pm, with an hour lunch Prior experience in a law firm, call center, patient in-take or insurance company preferred Excellent customer service and phone skills Proficient computer skills (Outlook, Word and Excel) High attention to detail and accuracy. Ability to multi-task and thrive in a fast paced/dynamic environment High level of professionalism and confidentiality



**Sushi Clerk** Part-time Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Sushi 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. Education and Experience: High school or equivalent experience with Food Safety Certification and six months or more of similar or related experience.

**Operations Specialist**, Waste Collections - (16011847) Waste Management Des Moines, IA [www.indeed.com](http://www.indeed.com) Essential Duties and Responsibilities. Job Summary Provides clerical and administrative support to departmental Managers, and assists in coordinating all aspects of daily operations, including recording and reporting data. Education and Experience Education: High School Diploma or G.E.D (accredited) Experience: No prior work experience required.

**Claims Spec I**, Workers Comp Job ID: 41155 Nationwide Agribusiness Des Moines, IA [www.indeed.com](http://www.indeed.com) JOB SUMMARY: Investigates medical and/or loss of time workers compensation claims with limited exposures involving multiple states to determine compensability, entitled benefits, average weekly wage and benefit rate, in accordance with applicable State Workers Compensation Statute. Promotes and provides "On Your Side" customer service. Establish timely and appropriate case reserves in accordance with Best Practices and manage claim to appropriate closure. Provides timely and accurate claims administration according to contract and/or client service plan and within applicable state laws. JOB REQUIREMENTS: Education: Undergraduate degree or equivalent experience preferred. Licenses/Designations: State licensing where required. Successful completion of required claims certification schools/classes. Experience: One to three years' experience in workers compensation claims. Knowledge: General knowledge of insurance theory and practices, insurance contracts and their application. Familiarity with claims processing and claims best practices and procedures preferred. Proven knowledge of insurance contracts, medical terminology, workers compensation, and the legal aspects of court procedures affecting legal liability for all lines of insurance. Knowledge of claims systems.

**Vehicle Check In Clerk** (Job Number:ADE16741) ADESA Grimes, IA [www.indeed.com](http://www.indeed.com) Job Summary: Reporting to the Operations Manager or designated manager, provide and record accurate information on vehicles being checked into auction for sale. Perform all duties assigned by the General Manager or designated manager. Must know, practice and ensure that company policies and procedures and state or federal laws are followed at all times. Educational Requirements and Qualifications: High School Diploma or GED preferred. Basic computer skills are required and must be at least eighteen (18) years of age. Must be qualified to operate a motor vehicle and possess a valid driver's license.

**Patient Access Rep**- Iowa Heart Center Testing - Mercy Medical Center - PT 0.6(Days)-2016-R0070949 Catholic Health Initiatives - West Des Moines, IA [www.indeed.com](http://www.indeed.com) GENERAL SUMMARY: Under supervision, performs various insurance, accounting, and clerical duties in relation to our Insurance & Collection policies. Meets face to face with our adult patients to discuss insurance and collection concerns. MINIMUM KNOWLEDGE, SKILLS AND ABILITIES



REQUIRED: High School Diploma or equivalent Computer experience required Prefer at least one year of experience in the medical office setting Knowledge of medical terminology desirable. Basic Life Support (BLS) for the Healthcare Provider certified or obtained within three (3) months of hire. Proof of completion of Mandatory Reporter abuse training specific to population served within three (3) months of hire. Cardiac Medical Terminology class within 6 months of hire

**Payment Processor 2** Job ID: 16054084 Citi, Urbandale, IA [www.indeed.com](http://www.indeed.com) Individuals in this job family are responsible for a multitude of services including but not limited to Treasury and Trade services, Securities, Cash, Trade, Lockbox, Derivatives, Fund Services, Foreign Exchange, etc. Trade Service include opening and amending L/Cs, processing payments and interfacing with customers regarding issues to ensure smooth workflows. They also complete financial processing of end-of-day General ledger entries/proofs, process and control fees relating to Investment, Custody and Trust accounts and perform cash transfers to facilitate client transactions. Staff are responsible for executing transactions, maintaining records, reconciliation and reviewing requirements for new products, services as well as technological requirements. May also perform quality reviews to ensure production systems are posting properly and facilitate client reporting to ensure the timely and accurate reporting of transactions including market/regulatory requirements, new product introductions, statement migrations, branding, legal disclaimers, etc. Special Skills and Certifications High degree of accuracy/attention to detail. Ability to work in fast paced environment. 10-key proficiency. Minimum Education High school diploma or equivalent Minimum Experience Prior work experience that would provide a basic knowledge of the organization. Preferred Experience Cash management or related processing experience with thorough understanding of department/unit policies and procedures

**Customer Service Merchandiser Specialist** Frito Lay Des Moines, IA [www.indeed.com](http://www.indeed.com) The Customer Service Specialist is assigned to specific routes, providing additional merchandising support to the route. Reporting directly to the Customer Service Manager (CSM). Throughout the workweek, the CSS will follow a route template with all accounts which dictates where each individual will start and finish their day. The CSS will work closely in a team environment with the CSM, CSS Lead and Customer Development Manager (CDM) to maintain and grow volume in each account. This position is full time, averaging 40-45 hours per week. BASIC QUALIFICATIONS 18 years or older Pass the drug test and physical capabilities test (if applicable) Pass the background check Regular, reliable, predictable attendance Drive to each store in personal vehicle Must possess a valid drivers license, proof of auto insurance and meet MVR requirements, all in accordance with appropriate Frito Lay fleet policies

**PDI Full-time Warehouse Generalist** Hy-Vee, Inc. Ankeny, IA [www.indeed.com](http://www.indeed.com) PDI, a wholly-owned subsidiary of Hy-Vee, has immediate openings for full-time Warehouse Generalists. The Warehouse Generalist is responsible for product life cycle and product maintenance from receiving to shipping through utilization of standard warehousing and customer service practices. Must be able to maintain the physical requirements. Exerting 50 to 100 pounds of



force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly according to the Department of Labor. MINIMUM EXPERIENCE REQUIRED TO PERFORM JOB: High school education or equivalent preferred. Minimum of 1 year previous warehouse experience preferred. Ability to perform at 100% of engineered standard.

**Customer Service Representative** The Schneider Group - Altoona, IA [www.indeed.com](http://www.indeed.com)  
The Schneider Group has a client that is currently seeking an experienced, professional and outgoing CSR to be the liaison between the customer and the company. A minimum of 2 years relevant experience is required in both Customer Service and Sales. Our Client offers a competitive compensation and benefits package. QUALIFICATIONS: Organizational Skills Communicate professionally, both verbally and in written correspondence Customer Service Experience Sales Experience High School Diploma or Equivalent Professional personality and appearance Required education: High school or equivalent Required experience: Customer Service: 2 years Sales: 2 years

**Client Service Representative I** Requisition Number 16-3683 CIOX Health Des Moines IA [www.indeed.com](http://www.indeed.com) this is an entry level position responsible for processing all release of information (ROI) specifically medical record requests in a timely and efficient manner ensuring accuracy and providing customers with the highest quality product and customer service. Associate must at all times safeguard and protect the patient's right to privacy by ensuring that only authorized individuals have access to the patient's medical information and that all releases of information are in compliance with the request, authorization, company policy and HIPAA regulations. Qualifications A High School Diploma or GED is required. Must be able to communicate effectively in the English language. Administrative experience in an office setting; previous release of information, medical records, or other related experience in a healthcare environment is preferred. Proven customer service experience and/or training. Ability to effectively use computer software and technology as required by the member facility including Microsoft Word and Excel Ability to understand and become knowledgeable of Release of Information standards, policies & procedures and HIPAA regulations and to complete work in compliance of these and other standards. Ability to read and comprehend simple, healthcare terminology Effective verbal and written communication skills. Effective organizational skills a must Ability to use fax, copier, microfilm machine, and multiline phone system and other required work tools.

**Customer Service Specialist** Best Buy Ankeny, IA [www.indeed.com](http://www.indeed.com) As a Customer Service Specialist you will: Partner with other employees to ensure customers end-to-end needs for are met and that no customer is left unserved or underserved Provide friendly, fast, and accurate processing for all customer transactions at the front lanes and customer service while providing velocity solutions to customers. Develop strong relationships with customers by becoming a trusted advisor and partner in assisting them in making technology more functional in their lives. Utilize all relevant sales tools (including Path to Excellence) to assist profitable growth drive and exceed department and individual goals. Help answer questions and resolve customer issues.



Engage customers using Best Buy Selling Skills while providing fast and friendly processing of all transaction types  
Basic Qualifications: Prior experience in a team environment requiring clear, professional and effective communication  
Prior experience with prioritizing multiple tasks in a team environment  
Preferred Qualifications: High School Diploma or equivalent  
3 months experience in retail or customer service

**Dispatcher** Job ID 32229 Sysco Iowa Ankeny, Iowa [www.indeed.com](http://www.indeed.com) JOB SUMMARY:

Dispatches delivery drivers and provides driver and customer support. At times may adjust schedules for workers, equipment, and/or service vehicles for the conveyance of materials and products. Maintain communications with all interested parties throughout the delivery process to insure and facilitate the best possible product delivery and service. Update information and systems as required. This job must be carried out in compliance with all Sysco Corporation Business Conduct and Ethics Standards, policies, and procedures as well as all Federal, State, and Local laws, including the Sarbanes-Oxley (SOX) Act of 2002. QUALIFICATIONS: Education: High School diploma, General Education Degree (GED), or ability to read, write, and perform mathematics at this level is required. Associates or Bachelor's Degree in Logistics, Supply Chain, or related field is preferred  
Commercial Drivers' License (CDL) Class A is preferred, but not required. Experience: 3-5 years of related work experience in Distribution or Food Service is required.

**Quality Assurance Analyst 1** Job ID Number: 5267569-1 Wells Fargo West Des Moines, IA [www.indeed.com](http://www.indeed.com)

Duties and responsibilities include: Ensure accounts payable QC Attorney Invoice Review to ensure State, Federal, Investor and company standards and procedures are followed. Working on high volume, routine and repetitive, time-sensitive tasks requiring research and problem-solving skills. May participate in conference calls with vendors or other lines of business. May perform data entry utilizing excel spreadsheets and departmental databases to update information and create documents in support of the QC team and its functions. May work accounts payable QC related e-mail inboxes and work as department back-up on other related e-mail inboxes  
Contribute to the review, update, and establishment of new procedures and practices to identify time/cost savings. Required Qualifications 1+ year of experience in one or a combination of the following: quality assurance, financial services administration, loan documentation, loan servicing, or underwriting  
Desired Qualifications Basic Microsoft Office skills  
Strong analytical skills with high attention to detail and accuracy  
Excellent verbal, written, and interpersonal communication skills  
Ability to execute in a fast paced, high demand, environment while balancing multiple priorities. Previous accounts payable/default accounts payable experience  
Previous Quality Assurance or Quality Control experience with Fidelity and/or other servicing systems

**Barista and Cashier** Two Rivers Hospitality Group - Des Moines, IA [www.indeed.com](http://www.indeed.com)

Welcomes customers by determining their coffee interests and needs. Educates customers by presenting and explaining the coffee drink menu; answering questions. Prepares and sells coffee drinks by following prescribed recipes and preparation techniques for coffee drinks, such as, espresso, caffe latte, and cappuccino. Generates revenues by attracting new customers;



defining new and expanded services and products. Maintains inventories by replenishing coffee bean supply; stocking coffee brewing equipment; maintaining supplies, pastries, and cookies for coffee bar. Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs. Maintains safe and healthy work environment by following organization standards and sanitation regulations. Improves quality results by studying, evaluating, and re-designing processes; implementing changes; maintaining and improving the appearance of the store and coffee bar. Enhances coffee shop reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Required education: High school or equivalent