



Sample Job List Week August 22 - 26

***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. ***

Administrative Assistant Housby - Des Moines, IA www.indeed.com Responsible for supporting Housby departments, sale staff, and executive leadership team with day-to-day tasks and projects. Responsible for being the first point of contact for all Housby guests/customers, and to greet and assist them in a professional and friendly manner. **SKILLS & EXPERIENCE:** Excellent customer service and phone skills High level of professionalism and confidentiality Ability to prioritize and multi-task Positive attitude Proficient computer skills (Outlook, Word and Excel) Valid driver's license and dependable transportation Highly Organized **EDUCATION:** High School Diploma or GED

Paid Canvasser for Iowa Public Television Donor Development Strategies Part-time - IPTV - Iowa Public Television Des Moines, IA Canvassers get out into communities all over Iowa, identify those who support IPTV and sign up members for the station, all while gathering important program and demographic data to enrich our understanding of the IPTV audience. We are currently hiring full and part time positions for our team and we are committed to growing our team drastically. We provide all necessary training so no fundraising or canvassing experience is required. **CANDIDATES SHOULD BE:** Awesome communicators. Enthusiastic about public media. Self-motivated & Goal orientated. People who want to make a difference. **FIELD MANAGER CANDIDATES SHOULD BE:** Experienced at fundraising or similar position. Motivated to help our project grow. Great at training and motivating others. Highly responsible and detail oriented. Do you have a car? We provide a generous mileage reimbursement! Earn up to \$200 extra per week!

Detention Officer Polk County, IA - Des Moines, IA www.indeed.com. Under general supervision ensures the protection, welfare, safety, custody and control of inmates incarcerated in the Polk County Jail. Maintains control and internal security of the Polk County Jail through active and continuous interaction with the inmates in the housing units, and through visual monitoring from the restricted access control rooms. **Training and Experience:** Graduation from high school or equivalent. **SPECIAL REQUIREMENTS:** Must be a citizen of the United States. Must be 18 years of age. Must be of good moral character. Must not have been convicted of a serious crime. Must be able to meet any additional criteria established by state and federal law which would allow the applicant to be certified to the IOWA (Iowa On-Line Warrants and Articles) system and the NCIC (National Crime Information Center) system. A criminal background check will be required. A polygraph exam will be administered prior to pre-employment offer. Candidate must pass a post-employment offer physical examination. A drug screen may be required prior to final offer of employment. **DRUG SCREEN AND PHYSICAL REQUIRED**



Claims Specialist ER-Select - West Des Moines, IA www.indeed.com Candidates in this role are responsible for performing a variety of operational tasks, processes or functions of variable complexity. This role requires individuals to be accountable for the operation process from start to finish Minimum Requirements: High level of professionalism Strong investigative and problem-solving abilities Strong analytical skills and sound judgement Strong organizational, written and verbal communication skills

Legal Clerk (Fact Witness Management) Reference #: 16-06590 Des Moines, IA www.indeed.com Purpose Legal Clerk shall provide all clerical services required to perform the tasks related to the support of the USAO fact witness management process by providing a variety of direct assistance to USAO Victim-Witness personnel, AUSAs, legal assistants, administrative staff, and other USAO personnel Qualifications High school Diploma is required, undergraduate degree is preferred Good communication skills Provide word processing and data entry/retrieval Ability to review and analyze data and information from multiple sources Ability to establish case/project files Ability to enter and retrieve data from databases Ability to prepare and format management reports Ability to manipulate, transfer, compute and print information Ability to prepare and correct reports and correspondence using word processing software Schedule appointments Answer inquiries regarding case-related information as maintained in the database Answer inquiries regarding case-related status Obtain additional information from other agencies/organizations Maintain internal status information on the disposition of designated information, files, and assets Assure information is accurate and perform analytical computations necessary to process data Provide administrative information and assistance concerning case or file to other agencies or organizations Must have good communication and organizational skills, the ability to deliver highest quality work under pressure, and knowledge of software used by the USAO (or the ability to acquire knowledge about the USAO's computer systems).

Document Processor Disys - Des Moines, IA www.indeed.com Disys is assisting our Finance and Banking industry client in their search for several Document Processor's. This is an excellent opportunity to join an industry leader and Fortune 500 company. If you are looking to join a company that offers excellent growth and advancement opportunities apply today for immediate consideration! Duties Include: Manage incoming document Combine files into electronic folders Identify and code each document Audit documents Capture specific information Enter information into computer system Qualifications: 1+ years clerical experience or experience working in a production based environment Strong attention to detail Adaptable and have a drive for success Good data entry skills Quick learner Strong verbal and written communication skills Hours: M-F 11:30am-8:00pm Training Schedule: M-F 8:00am -5:00pm for the first 5 weeks Required education: High school or equivalent Required experience: clerical, Banking, Retail, Insurance, Customer Service, Data Entry, Loan Processing, Collections, Sales: 1 year

Data Entry Specialist Disys - Des Moines, IA www.indeed.com Disys is partnered with a Des Moines area banking and financial institution in their search for several Data Entry Specialists'



to join their team on a contract to hire basis. Our client prides on itself on providing an outstanding customer experience and earning their customers trust. Valuing their customers, paired with their passion for diversity and inclusion has lead this company to be a recognized leader and one of Des Moines most trusted employers! Duties: Manage and code incoming electronic documents Audit pages in documents Capture specific information to enter into computer system Combine files into electronic folders Qualifications: 1+ year's clerical or production environment experience Strong data entry skills highly motivated and adaptable self-starter Excellent verbal and written communication skills Ability to sit for long periods of time processing documents Training class will be starting on August 29, 2016. If you meet the above qualifications apply today for immediate consideration! Required experience: Data Entry, customer service, document processing, insurance, collections, document scanning, imaging: 1 year

Call Center Planning Analyst 1 Job ID Number: 5269226-1 Wells Fargo West Des Moines, IA www.indeed.com Wells Fargo's Consumer Lending Group (CLG) is an industry leader in supporting homeowners and consumers. We put customers at the center of all that we do. We make every decision - and design every product and service - with our customers in mind. Required Qualifications 3+ years of call center planning and analysis experience 1+ year of statistical modeling experience Desired Qualifications Knowledge and understanding of operations support areas such as scheduling, staffing, planning, and administration Advanced Microsoft Office (Word, Excel, Outlook, PowerPoint, and Access) skills Strong analytical skills with high attention to detail and accuracy Excellent verbal, written, and interpersonal communication skills Effective organizational, multi-tasking, and prioritizing skills Ability to work in a fast-paced deadline driven environment Ability to interact with all levels of an organization Ability to work independently, proactively, innovatively, and creatively while exercising sound judgment Other Desired Qualifications 3+ years' experience working in workforce management capacity Wells Fargo Home Mortgage experience with IEX or similar program/tool

Customer Service Merchandiser Specialist Frito Lay Des Moines, IA 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. COMMUNICATION Build relationships with appropriate store personnel Identify and communicate incremental sales opportunities to CDM Communicate daily status, issues, etc. to CDM or CSM Attend weekly one-on-one meeting with CSM Attend period district meetings 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 Must work in all



weather conditions Employees will follow any other instructions, and perform any other related duties, as may be required by their supervisor. Work safely and comply with all identified Frito Lay and store procedures, work rules and policies Available to work weekend and holiday hours High school graduate or GED equivalent preferred Ability to operate under minimal supervision (self-managed role) Prior Merchandising experience preferred (retail and/or grocery store environment) Accurately and timely report hours worked and mileage driven

Collections Specialist Job ID Number: West Des Moines, IA www.indeed.com Our Consumer Credit Solutions (CCS) Collections and Servicing team works with past-due customers to offer solutions for bringing credit card, student loan, personal line and loan, direct auto, retail services and deposit accounts up-to-date. The group also provides customer service for student loan and retail services accounts and works with customers to resolve disputed charges on credit card accounts. Wells Fargo Card Services Recovery Department is currently seeking fully qualified collectors who will specialize in one or more collections areas in which legal action may be necessary on charged off credit card accounts. Job duties include: Contact customers to determine reasons for payment delinquency to charged off credit and obtain payment commitment by placing outbound calls which are non-routine and require deviation from standard screens, scripts, and procedures Develop location information/skip trace debtors for purpose of collecting past due payments. The need to have proven negotiation skills is critical to this role May work on special projects. This position offers an excellent base salary and a generous monthly incentive plan! The schedule for this position is Monday through Friday 8am to 5pm with one night per week (excluding Friday) 11am – 8pm. Possibility of 1 Saturday per month and overtime as needed. Required Qualifications 3+ years of experience in one or a combination of the following: customer contact, customer service, or sales environment 2+ years of collections experience Desired Qualifications Basic Microsoft Office skills Good verbal, written, and interpersonal communication skill Strong analytical skills with high attention to detail and accuracy Exposure to Wells Fargo eCaR (Enterprise Collections and Recovery) system Ability to prioritize work, meet deadlines, achieve goals, and work under pressure in a dynamic and complex environment

Claims Service Representative Farm Bureau West Des Moines, IA www.indeed.com Our Team needs a talented individual seeking a career growth opportunity while having immediate and long-lasting impact on our customers in a fast-paced, on-demand, service delivery environment. Whether you are assisting someone report the first notice of loss on a personal or commercial claim, or taking ownership for handling the fast-track claim to settlement, as an Express Claims Service Representative, you will leave the first imprint of the Farm Bureau claim experience. Insurance experience is not necessary but you must possess the key traits that are necessary to serve others and contribute to a team effort. We are looking for motivated, coachable career builders who are eager to learn the business, drive our Team's efforts to deliver world-class claims service and demonstrate their potential to further their insurance careers. You bring the talent, potential, ambition and we will teach you how to investigate, evaluate and settle auto and property claims and provide you the platform to demonstrate your performance capabilities. ***Once training is completed, you will be assigned to a schedule working



10:30am – 7:00pm, Monday – Friday with Saturdays and Sundays on a rotational basis.** A Successful candidate will have: Two years of college, with a four-year degree preferred Ability to spend a minimum of 50-75% of your day on the telephone High-level proficiency with Windows applications and Microsoft Office with the ability to navigate in and toggle between multiple systems and applications Ability to learn and gain a basic understanding of property and casualty Learn and comply with all company and governmental rules and regulations

Seasonal Sales Associate Part-time Nobbies Ultimate Party Store - Clive, IA www.indeed.com
SUMMARY Accurately collects payment from customers for all purchases, assists customer with directions and information and maintains the professional appearance of the store. Ensures customers receive prompt and courteous service at the checkout lanes and/or the service desk. Impacts the customer by providing a personal example of excellence. QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Lunch/after care staff Part-time Montessori Children's House - West Des Moines, IA www.indeed.com we are a private preschool in West Des Moines. We currently have a position open which would involve working as part of our lunch staff and after care staff. The lunch hours would be 11:00am-1:00pm. The aftercare hours are 3:00pm-6:00pm. The lunch hours pay \$9/hr and the aftercare hours pay \$10.50/hr. We are a private preschool in West Des Moines. We currently have a position open which would involve working as part of our lunch staff and after care staff. The lunch hours would be 11:00am-1:00pm. The aftercare hours are 3:00pm-6:00pm. The lunch hours pay \$9/hr and the aftercare hours pay \$10.50/hr. This is a seasonal job that runs end of August through end of May. We follow West Des Moines School District's calendar Applicant requirements: *must have high school diploma *must successfully pass state and federal background checks. *must have early childhood experience required experience: Experience working with preschool children in an after care environment: 1 year

Retail Sales Associate – 527 Hallmark Des Moines, IA www.indeed.com The Sales Associate (SAI) is responsible for providing exemplary selling and customer service that is designed to improve the productivity and profitability of the store. The Sales Associate provides the customer with product recommendations and solutions by working proactively with them, and serves as a role model of best practice retail execution. The overall focus is on sales and service at all times. Stocking products, housekeeping and assisting with stockroom duties are accomplished as identified or assigned. The incumbent works closely with the corporate store team and reports directly to the Store Manager (SM). BASIC QUALIFICATIONS (MUST HAVE TO BE CONSIDERED) must be at least 16 years of age with appropriate work permit as required. Ability to work a flexible schedule that meets the needs of the business, including, the day before and after major holidays, evenings and weekends. This includes availability to work



opening and closing shifts. Ability to continuously stand/walk; frequently push/pull; occasionally bend/stoop/crawl/reach above shoulders/kneel; climb a ladder, and carry up to 40 pounds; i.e., fixture parts and cartons. **PREFERRED QUALIFICATIONS (IDEAL CANDIDATE WILL HAVE):** To be considered for an SAll role you must meet the following: 18+ years of age with appropriate work permit as required. 1+ year's previous experience in retail, sales or customer service OR 6+ months experience in a Hallmark Corporate Store. Available to open and close the store a minimum of 3 times per week and 2 weekend shifts per month. High school diploma / GED or above. 1+ years of previous experience in retail, sales or customer service for SAI and 2+ year's previous experience in retail, sales or customer service for SAll. Ability to demonstrate strong customer-focused engagement on and off the sales floor. Demonstrated success working as a member of a team. Ability to receive feedback and take action when appropriate. Strong sense of urgency, flexibility and willingness to adapt to change. Desire and ability to learn the business. Proficiency and comfort using a computer and other technology.

Customer Service Manager Hy-Vee, Inc. Des Moines, IA www.indeed.com As a Customer Service Manager, this position will be responsible for setting the department standards for customer service, employee relations, cleanliness, sanitation, and professional appearance. You will coordinate the efforts of the Customer Service department to deliver friendly, prompt, and efficient service. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. Education and Experience: High school or equivalent experience and over six months up to one year of similar or related work experience.

Bakery Wrapper Part-time Hy-Vee, Inc. Altoona, IA www.indeed.com As a Bakery Wrapper, this position will be responsible for counting, wrapping, and labeling product and serves as the final inspector of product before it is displayed. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. Education and Experience: High school or equivalent, Hy-Vee Food Safety program, and six months or less of similar or related work.

Kitchen Assistant Manager Hy-Vee, Inc. West Des Moines, IA www.indeed.com As an Assistant Kitchen Manager, this position will be responsible for assisting Department Manager to present the freshest most innovative and best quality products at a competitive retail price to customers. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. Education and Experience: High school or equivalent experience with Sanitation (Food Safety) courses encouraged and one year of similar or related experience.

Shipper Full-time, Temporary Iowa Staffing - West Des Moines, IA www.indeed.com Immediate 1st shift shipping positions available in West Des Moines, IA. The hours are Monday thru Friday 7 am-5:30 pm. Hours may include weekend and overtime. Recent shipping, receiving, loading/unloading experience preferred. These are temp to hire positions with full benefits offered once hired full time.



Assembly Line/Packer Iowa Staffing - Des Moines, IA www.indeed.com. Iowa Staffing is seeking qualified candidates for immediate assembly / packaging positions. The job entails manufacturing and packaging medical products. Full time positions (36 hours) will work only 3 days a week: Shift 1: Monday, Tuesday, Wednesday 7:00 am to 7:00 pm Shift 2: Thursday, Friday, Saturday 7:00 am to 7:00 pm. Below are the requirements: Reliable transportation to south side of Des Moines (not on a bus line) Ability to stand for long periods of time (12 hour shift) Light lifting up to 25 pounds.

Warehouse Shipping and Receiving (DSM) Kryger Glass - Clive, IA www.indeed.com This is a full time hourly position; M-F, days Essential duties & responsibilities include: Reads customer order to determine items to be distributed and fill orders Drives company vehicle to transport items from warehouse to customer Day to day general warehouse duties, including shipping & receiving. To perform the job successfully, an individual should demonstrate the following competencies: Demonstrates accuracy and thoroughness Customer service skills Dependability Teamwork and Leadership skills. Required education: High school or equivalent. Required experience: Shipping and Receiving: 3 years Required license or certification: Driver's License

Warehouser Job ID 2016-4291 Kemin Des Moines, IA www.indeed.com. The primary purpose of this position is to handle the shipping and receiving of all materials (bulk and packaged) physically and via computer while maintaining all Food Safety standards. This includes: Storage raw and finished goods(bulk and packaged) Order picking Staging and loading of shipments Inventory transactions (such as recording product) Filling containers and tankers Performing computer entry Handling internal communications Qualifications: High school diploma or equivalent, some college preferred 1-3 yrs. warehousing experience with Inventory Control experience required 1-3 yrs. manufacturing experience (food-grade background desired) 1-3 yrs. forklift experience GMP background Computer knowledge ISO 9001 knowledge preferred Chemistry knowledge preferred Ability to move 55 lbs. Effective written and oral communication skills with a minimal English proficiency level of Intermediate Low as defined in the ACTFL Proficiency Guidelines

Dishwashers Bakers Square Team Members Clive, IA www.indeed.com

Warehouse Worker CertiFit Auto Body Parts Urbandale, IA www.indeed.com JOB DESCRIPTION Unloading supply trucks Stock and pick auto body parts in our warehouse. Helping customers at our sales counter Maintain a professional attitude at all times REQUIREMENTS Able to work 40 hours a week for full time position every week. Some heavy lifting may be required (50lbs). We sell auto body parts and some can get heavy. Must possess a valid driver's license, been licensed for 6 yrs. and have a 3 yr. clean driving record. Please bring copy of driving record with you when you come to complete an application. You must be able to pass a pre-employment drug screen. Bilingual (Spanish) is helpful. We might have you help at our sales counter. Required education: High school or equivalent. Required license or certification: Driver's License



Housekeeping Supervisor Hampton Inn & Suites Ankeny, IA www.indeed.com. We are looking for an enthusiastic team leader for our housekeeping department. Applicant must have the following skills, but not limited to: Ability to work in a team environment Ability to lead a team towards success Experience in housekeeping is required Detail oriented Work weekends and holidays Ability to multi-task Will be responsible for interviewing and hiring of housekeeping staff Must maintain hotel brand standards as required by Hilton Job Type: Full-time Required education: High school or equivalent

Line Cook Job number: 691294 Applebee's Des Moines, IA www.indeed.com

Job Description 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.

Shelver City of Waukee, IA - Waukee, IA www.indeed.com Job Description: Position will be flexible around the school calendar. Summer hours optional. Hours will be between 9:00 AM - 3:00 PM Monday - Friday up to 20 hours per week. Performs all standard operations of shelving and organizing library materials, as well as limited circulation services. Job Responsibilities: Assists with circulation services to process materials being returned to the library. Be attentive to the City's and the Library's standards for customer service, accuracy, efficiency and all City and Library policies and procedures. Qualifications - Must have high school diploma or GED, or currently be in pursuit thereof. Library or related customer service experience preferred. Demonstrated success in interpersonal and communication skills. Must know how to use Online Public Access Catalog, electronic resources and other information technology sources to meet typical library needs, or be able to become proficient at these resources within the first 60 days on the job.

Housekeeping Attendant Hotel Renovo - Urbandale, IA www.indeed.com. We are accepting applications for full time housekeeping. Must be able to work weekends. No experience is require. Will train.

Dietary Aide Calvin Community - Des Moines, IA www.indeed.com The Dietary Aide is responsible for setting up the Dining Room for meals and cleaning up afterward, serving food and beverages to residents (both in the dining room and providing tray delivery to individual rooms) in a caring, positive manner. Must possess a strong customer-service focus. Fluent in written and spoken English. Basic computer skills required. Must be able to pass a criminal background check and pre-employment drug test



Resident Assistant - Ankeny Home, PRN Part-time ChildServe Des Moines, IA www.indeed.com
Responsible for supporting the children and young adults with daily living and encouraging their independence. Works in cooperation with the Supervisor or designee, therapists and other professional staff, nursing staff, and families in program development.
Education Requirements: High School / GED Experience Requirements: Experience: Previous work with children or adults with disabilities preferred. Must be 18 years of age or older. Must be willing/able to become an approved driver for ChildServe. CNA, CMA, or Med. Manager Certifications helpful. Shift: Varied AM, PM, and Weekend Shifts as Needed

Food Service Manager Fresh Thyme West Des Moines, IA www.indeed.com
The Food Service Manager is responsible for managing all aspects of the Food Service Department including staff, sales, margin, and labor. They are required to assist customers as needed and maintain a friendly, energetic demeanor. This position requires adhering to all procedural guidelines set by the Food Service Department. Education and Experience High school diploma or equivalency degree. Must have a minimum of 4 years professional experience. Preferred 3-5 years grocery retail experience in Food Service department processes and procedures.
Previous experience in a natural foods industry is a plus.

2nd Shift Cleaning Supervisor Midwest Janitorial Service, Inc. Des Moines, IA www.indeed.com
Midwest Janitorial Service, Inc. is a leading provider of commercial janitorial services in Iowa & Illinois. We are seeking a second shift supervisor who thrives in a fast-paced environment. This position is responsible for overseeing multiple facilities and employees. Additional functions include: Facilitate communication between quality assurance, clients & custodians to insure all needs are being met Perform quality assurance inspections and correct deficiencies Perform safety & inventory audits Responsible for payroll & supply budgets
Train staff Requirements: To perform this job successfully, an individual must have previous experience coaching & supervising multiple positions/employees. Cleaning is required as we are a janitorial service. Shift is Monday - Friday beginning at 4:00 p.m. A weekend rotation is required. Strong verbal/written communication & average math skills a must. Must be able to write reports and manage budgets. Valid Driver's License and Background Check required.

Custodian - Full Time SBM Management Des Moines, IA www.indeed.com
SBM Site Services is looking for a custodian to help them shine! We have an immediate opening for a Custodian that wants to deliver exceptional customer satisfaction. We are looking for custodial members that have strong customer service skills and can work successfully with other team members. Our innovative employee programs, supportive management structure, and extensive career advancement opportunities make SBM a great place to work. As a result, our turnover rate is one-fourth the national average. We respect and promote the professional and personal growth of our employees and are committed to the success of one another. Teamwork, integrity and compassion are core values of our company, and we go to great lengths to ensure that our employees are satisfied and rewarded for the work that they do Responsibilities Floor care (vacuuming, mopping, carpet spotting) Surface care (dusting, sanitizing, glass/mirror/window cleaning, metal/wood polishing, clean blinds and draperies)Waste



removal (empty trash and recycle bins, transport trash and waste to proper disposal areas) Light maintenance (replace light bulbs, restock supply cabinet/room) Qualifications Custodial experience is preferred but not required Passing a pre-employment background screening and drug test will be required Available Shift: Monday-Friday 11:00am-9:30pm or 11:00am-7:00pm Part-Time Cleaning Midwest Janitorial Service, Inc. Ankeny, IA www.indeed.com Midwest Janitorial Service is looking to hire part time positions for evening and weekend cleaning in Ankeny. Work 2-5 days per week. \$10.00/hr. Positions will require general cleaning, sweeping, mopping. Additionally, restroom cleaning, windows and trash removal is required. Must be able to bend, twist, squat, lift 20lbs and be on feet for entire shift. Great positions to work with a friend or family member. Flexible start times to work around busy schedules. Must pass background and have reliable transportation.

Resident Assistant Edgewater - Full-Time - Nights - (510040.27) West Des Moines, IA www.indeed.com Shift Type Night Work Schedule Days M-F, Rotating with Weekends Work Schedule Hours 10 pm - 6 am As a Resident Assistant (RA), you will be given the opportunity to demonstrate your commitment to older adults by providing the people you serve with a variety of needed support. Your role will directly impact the ability of residents to live independently as you assist residents with basic activities of daily living (non-medical). The duties you complete will vary, but could include assistance with dressing and personal care, escorting to/from various events and activities, handling mail, performing housekeeping assistance, and a variety of other tasks. Your role will be focused on building relationships, serving the needs of others, and providing an environment of home, health and wellbeing. Certification is not required, but a heart for service is! Previous experience is helpful, not required. We will train individuals who demonstrate passion and energy in the service of older adults. Must be able to effectively communicate with persons served and team members. We will expect you to have exceptional levels of self-initiative, reliability, dependability, compassion and integrity. Only those who are great team players will be considered. At least beginner level of computer skills are expected.

Stock Merchandise Flow Associate Requisition ID: 35-1060315 Burlington Des Moines, IA Stock and Merchandise Flow Associates are the key to making sure our stores remain stocked with the merchandise our customers want! Daily tasks include receiving, ticketing, sorting, and moving merchandise into and throughout the store quickly, efficiently, and accurately. You'll play a major role in successfully managing the flow of merchandise from the stockroom through our stores, which is a critical element in driving positive results for the company. Responsibilities: Receive freight and convey shipments from the shipping/receiving platform to backroom Process, ticket, store, move, and display merchandise Stock, organize and present new merchandise on the sales floor Perform other tasks as assigned by manager from time-to-time. Candidates must be able to work a flexible schedule; including early mornings, nights, weekends and holidays as required. Physical requirements may include the ability to lift and move boxes weighing 40 lbs. or more.



Sales Support Job ID 260456 Part-Time Fastenal Des Moines, IA www.indeed.com The Fastenal Company would like to invite ambitious, hard-working individuals to apply for the position of Part-Time Sales Support. Applicants should be able to bring new ideas and improvements to business practices, work well both independently and as part of a team, and show respect to co-workers, customers, vendors, and visitors in the workplace while demonstrating Fastenal's core values of Ambition, Innovation, Integrity, and Teamwork. Working as Part-Time Sales Support, you must have a strong interest in sales and enjoy working in a fast-paced challenging environment. This is an entry level position that will provide assistance to our customers from our store located at 3120 Delaware Ave., Des Moines, IA 50313. **REQUIRED POSITION QUALIFICATIONS:** The following skills and qualifications are required for this position: 18 years of age or over A valid driver's license and the ability to meet our driving record requirements Possess or are working towards an Associate's Degree in Business/Marketing OR have equivalent industry experience and knowledge of the local market . A strong aptitude for sales and a desire to sell Strong computer skills and math aptitude Ability to lift, slide and lower packages that typically weigh 25lbs-50lbs and may weigh up to 75lbs Ability to pass the required drug screen (applicable in the US, Puerto Rico, and Guam ONLY) Pass a sex offender registry check, required by a customer/contract serviced by this location.

Administrative Support Assistant Part-time Iowa Hospital Association - Des Moines, IA www.indeed.com Iowa Hospital Association is seeking a part time position to provide administrative support. This position would be Monday through Friday, five hours per day. **JOB REQUIREMENTS** Demonstrated computer proficiency is required in Microsoft Office Suite programs. Experience with CRM software a plus. Strong written and oral communication skills are needed. This position requires great attention to detail and the ability to organize and prioritize work to efficiently maintain flow of department work and meet deadlines. Individual must have the ability to work on several projects simultaneously. Experience in working independently as well as part of a team is a preferred. Required education: High school or equivalent

Assistant Manager Part-time Hy-Vee, Inc. Johnston, IA 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. 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.

MIT (Manager in training) AMERICAN EAGLE OUTFITTERS West Des Moines, IA www.indeed.com **POSITION SUMMARY:** The Assistant Manager supports the Store Manager in the daily operations of the store. The Assistant Manager is responsible for supporting the Store Manager in achieving sales goals, meeting merchandising brand standards and delivering operational excellence through effectively leading a high performing team. The Assistant



Manager is expected to role model AEO values and AEO Customer First behaviors in all actions and interactions in order to create a positive Customer First experience QUALIFICATIONS: * Minimum high school education or equivalent. * 2+ years of retail or equivalent management experience preferred. * Ability to lead a team; delegate and follow up. * Ability to develop and train others. * Knowledge and understanding of employment laws including compliance with federal, state and local requirements. *

Delivery Driver Part-time Hy-Vee, Inc. Urbandale, IA www.indeed.com Provides prompt, efficient and friendly customer service. Delivers product to customers. Responsible for store cleanliness, inside and out. Employees must possess a valid driver's license, with no DOT restrictions, and be 18 years or older to drive a company vehicle

Personal Care Assistant/Nurse Assistant Right At Home - Des Moines, IA www.indeed.com Provides various personal care and related paraprofessional services in accordance with an established plan of care. Provides for the personal needs and comfort of patients in their homes. Qualifications High school graduate or G.E.D certificate preferred. Six months experience as a Personal Care Assistant in healthcare (in homes or facilities). Successful completion of a state-approved Nurse Aide or Personal Care Assistant course. Current CPR certificate is recommended. Ability to read, write, speak and understand English as needed for the job. Possess a valid driver's license and have use of an insured automobile or access to adequate transportation for the job.

Legal Assistant Concord Professional Services - Des Moines, IA www.indeed.com The Office of Legal and Victim Programs (OLVP) has determined a requirement for a Legal Clerk to assist in meeting the needs of the USAO, of Victim-Witness personnel, and of witnesses. The primary purpose of the contractors is to support the fact witness management process by completing and processing travel vouchers; arranging for witness travel and lodging; working directly with witnesses to ensure appearance for court, pre-trial conferences, and grand jury; and coordinating with other agencies as required, among other duties. REQUIREMENTS Good communication skills Provide word processing and data entry/retrieval Ability to review and analyze data and information from multiple sources Ability to establish case/project files Ability to enter and retrieve data from databases Ability to prepare and format management reports Ability to manipulate, transfer, compute and print information Ability to prepare and correct reports and correspondence using word processing software Schedule appointments Answer inquiries regarding case-related information as maintained in the database Answer inquiries regarding case-related status Obtain additional information from other agencies/organizations Maintain internal status information on the disposition of designated information, files, and assets Assure information is accurate and perform analytical computations necessary to process data Provide administrative information and assistance concerning case or file to other agencies or organizations Must be able to pass Federal Background check Must be a U.S. Citizen Required education: Associate Required experience: Legal: 1 year



Checker Part-time Hy-Vee, Inc. Urbandale, 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.

Coffee Shop Barista Part-time Urbandale, 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. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

Italian Express Clerk Part-time Hy-Vee, Inc. Urbandale, IA www.indeed.com As a Italian Clerk, this position will be responsible for taking orders from customers over the telephones or counter. Orders and receives products requested by the department manager. Checks to make sure orders are correct. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. Education and Experience: High school or equivalent experience and six months or less of similar or related experience.

Laborer - Branch 5755 TruGreen Ankeny, IA www.indeed.com. We are seeking Laborers to provide our lawn and landscape services. No experience necessary, we will provide training. Requires ability to frequently lift up to 50lbs, operate various light equipment and a valid Driver's license. This position is a full-time, temporary position with the potential to turn into a permanent position. Qualified candidates will be at least 21 years of age for DOT purposes, will have a valid, permanent driver's license from state of residence and a clean driving record per company's standards. We perform pre-employment testing.

Housekeeping Job Number 1600184Q Marriott Des Moines, IA www.indeed.com. Guest Environment Experts are skilled in a wide range of housekeeping functions with responsibility for maintaining the impeccable appearance and cleanliness of the property.

Electrician Apprentice Tradesmen International Urbandale, Iowa www.indeed.com As an Electrician Apprentice you will work directly under the supervision of a qualified Journeyman Electrician in the installation and repair of electrical systems, hydraulic, pneumatic and electronic components of industrial machinery and equipment.

Weekend Merchandiser Doll Distributing LLC - Des Moines, IA www.indeed.com Doll Distributing LLC has immediate need for a year-round part-time Merchandiser in Des Moines and Knoxville to stock shelves and rotate products in designated grocery and convenience stores in Des Moines and surrounding areas. This position is responsible for the performance of all duties within the objectives, standards, mission, and policies of Doll Distributing LLC, State of Iowa laws and regulations governing the beer industry, and brewery/supplier requirements. Responsibilities include: Merchandising, Stocking Shelves and Coolers. Requirements: * Must be



available to work every weekend and during peak holidays* Excellent customer service skills
We are seeking candidates who are willing to make a one year commitment. Compensation:
\$10.25/hour + \$15/day for gas allowance Work Schedule: Sat/Sun: 6:30am to 2pm (end time
varies) Holiday weekends: 6am – 4pmIF AVAIL (voluntary basis): 6:30p – 11pm (approx.)
weekday before a holiday

Customer Service Representative I Morpho Trust - Des Moines, IA www.indeed.com. This position is responsible for applicant appointment scheduling Required Skills Must be punctual and be able to follow daily schedule for breaks and lunches. Demonstrated customer service skills. Ability to operate computer, fax machine, telephone, and time clock. Demonstrated typing proficiency. Required Experience High school diploma or equivalency degree, or be at least 16 years of age and currently enrolled in high school. Must be a US Citizen, non-dual citizenship. Must be able to pass a Drug Screen, Credit and Background check Shift: 12:00 PM - 9:00 PM (CST) Monday through Friday

Cashier/Team Member Caribou Coffee and Einstein Bros Bagels - West Des Moines, IA www.indeed.com We're looking for someone who has a friendly, enthusiastic, customer-focused attitude. Our Crew Members, Bakers, and Shift Leaders make our whole business thrive.

Fraud Investigator Alorica Des Moines, IA www.indeed.com As a Fraud Investigator the following job duties will be performed: Reviewing and analyzing potentially fraudulent credit card transactions. Researching customer accounts that demonstrate potentially suspicious activity from a variety of reporting generated transactional alerts. Fraud detection also takes inbound phone calls from customers and/or operational departments within the client group to assist customers while also meeting established service levels. * Producing outbound calls to advise customers of blocked fraud transactions. Displaying high level of customer service skills and demonstrating expertise within the fraud realm. This is a full-time, regular employment opportunity with Global Receivables Solutions (An Alorica Company) - this position has a starting wage of \$11.00 per hour. ALL CANDIDATES MUST BE ABLE TO PASS A CRIMINAL BACKGROUND SCREEN AND DRUG SCREEN. ALL CANDIDATES MUST BE ABLE TO FURNISH PROOF OF HIGH SCHOOL DIPLOMA OR GED COMPLETION.