



Sample Job List Week August 8- 12

***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. ***

Building & Grounds Staff Part-time Indianola YMCA - Indianola, IA www.indeed.com Ensure Y is attractive, clean and hazard-free by completing all duties listed on the daily schedule and maintains upkeep of assigned areas and equipment. Perform wet and dust mopping, dusting, trash removal, recycling, window washing, pool cleaning, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, and general cleaning. Perform routine HVAC, plumbing, electrical and equipment check and repairs. Perform general carpentry work and repairs. Ensure preventative maintenance plan is implemented and maintained. Complete projects assigned by supervisor or designated staff person. Operates related motorized and non-motorized equipment. Records and reports all needed repairs; repairs as directed. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor. Replaces soap, paper towels, and other supplies. Oversee contracted services related to building and grounds May set up furniture for events. Qualifications
EDUCATION & EXPERIENCE REQUIREMENTS: Two year or more of related experience preferred. Understanding of cleaning compounds and chemicals, and their safe, efficient use.

Quality Process Lead Adesa Inc. Des Moines, IA Job Number: ADE16641) www.indeed.com
Responsibilities and Duties: Accountable for meeting lane quality and production goals, along with logging, reporting, and recording final inspection results per the guidelines. Perform inspections of the lane process, quality standards, and the final inspection of vehicles before release. Remove the visual management sticker upon approval. Communicate hourly production on the Visual Management Board. Assist in overall general shop duties such as cleaning, driving, organizing the parking lot, etc. Provide prompt and courteous service to all persons with whom they come in contact. Maintain a professional appearance and neat work environment at all times consistent with company policy. Advise the Detail Shop Supervisor or Manager of all breakdowns and maintenance requirements immediately. Educational Requirements and Qualifications: High School Diploma or GED preferred. Previous automotive detailing experience preferred. Must be qualified to operate a motor vehicle and possess a valid driver's license.

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

Dietary Assistant The Evangelical Lutheran Good Samaritan Society Indianola, IA www.indeed.com As a Dietary Assistant you will be responsible for serving nutritious, appealing



and appetizing meals in an attractive environment. To qualify for the Dietary Assistant, you must have effective communication skills and be able to work with individuals of all ages.

Customer Service Specialist - Clive 3528 Sherwin-Williams - Clive, IA www.indeed.com This position is responsible for supporting the sales efforts at a Sherwin-Williams paint store, servicing wholesale and retail customers. It will assist customers in person and over the phone by determining needs and presenting appropriate products and services BASIC

QUALIFICATIONS: Must be at least 18 years of age. Must have a valid driver's license. Must be legally authorized to work in country of employment without sponsorship for employment visa status. Must be willing to work all scheduled hours and required overtime, which may include evenings and weekends, with or without reasonable accommodation. Must be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. Must be able to operate material handling equipment (e.g. hand truck, pallet jack, forklift, etc.). Must be able to tint paint, therefore, must be able to distinguish the difference between colors. Must be able to operate a computer and communicate via the telephone.

MINIMUM QUALIFICATIONS: High school diploma or comparable certification (e.g. GED).

PREFERRED QUALIFICATIONS: Prior experience in a sales or customer service position.

Associate Degree or related college courses. Customer service skills, including problem solving and handling customer complaints. Good written and verbal communication skills.

Receptionist/Office Assistant Part-time Spectrum Lighting & Interiors - Urbandale, IA www.indeed.com Job Description: Answer incoming telephone calls and direct calls to appropriate department or individual File customer orders Communicate with vendors on product availability and order shipping information Assist sales with customer pickups General office and clerical duties and other duties as assigned Light cleaning Requirements Two year college degree preferred but not necessary At least one year of similar job experience Basic computer knowledge Maintain a professional appearance and positive attitude

Administrative Assistant - Krumm Business Center Grand View University Des Moines, IA www.indeed.com This a 9 month position, with summers off. General Purpose of Job: To provide administrative and secretarial support to the Krumm Business Center faculty, the College for Professional and Adult learning, and other building staff. Manage activities and Krumm Business Center room usage by outside groups. Qualifications and Requirements: High school education required, post high school secretarial training preferred. Prior secretarial experience preferred. Must possess strong secretarial; interpersonal; and communication skills, both written and oral. Proficiency in the use of computers, email, Excel, Word, and PowerPoint required. Experience with Microsoft Office and Access preferred. Must be highly organized, detail-oriented, and be able to multi-task in an accurate and timely manner. Professional behavior required, including the ability to maintain confidentiality.

Administrative Assistant Convergent Technologies LLC Ankeny, IA www.indeed.com Primary responsibilities will include assisting with accounting/bookkeeping duties for our service department to assist the team in driving revenue and providing administrative support to drive new service contracts. Administrative assistance in other departments as requested.



Other duties when needed include help with answering phones, entering service calls into our system, answering customer questions, assist in planning for events and greeting visitors to our office.

Paralegal/Legal Assistant Norris Law Firm PLLC - Des Moines, IA www.indeed.com Norris Law Firm is looking for a bilingual receptionist/paralegal. The firm works primarily in immigration law. The firm is seeking a candidate with excellent customer service skills, self-starter, and dependability. Norris Law Firm is looking for a bilingual receptionist/paralegal. The firm works primarily in immigration law. The firm is seeking a candidate with excellent customer service skills, self-starter, and dependability. Duties include answering the phone, interpreting, and paralegal work, include filling out immigration forms, pleadings, motions. No experience needed. However, pay is based on experience. Please e-mail me your resume. Looking to have the position filled by the end of August. Required education: High school or equivalent Required language: Spanish

Terminal Clerk I Estes Express Lines Des Moines IA www.indeed.com Answer telephones with a heavy call volume and direct calls with accuracy Responsible for checking in drivers Enter delivery manifest data into the computer system Conduct imaging and scanning of bills of lading and other documents Identify freight bills requiring special delivery instructions Responsible for the distribution of bills of Lading Enter data into the dispatch system Work with driver handhelds Regular attendance is required High School Diploma or General Educational Degree (GED), or any combination of education and experience, which would provide an equivalent background Experience in billing, collections, tracing & OS&D preferred Computer skills, proficient in MS Word and Excel Strong customer service skills Good clerical skills

Patient Service Specialist (PSS) Full Time Job ID 43443Physiotherapy Associates Johnston IA www.indeed.com Physio is seeking a FULL time Patient Service Specialist (PSS) for a float opportunity to support our outpatient physical therapy clinics in Johnston and West Des Moines. Previous medical office experience with insurance and billing is HIGHLY preferred. Hours Needed: hours will vary daily. Clinics open at 6:45a with a need for coverage some days until 7:15p Qualifications: High School Diploma or GED required Good oral and written communication skills Ability to use all necessary office equipment (faxes, copiers, telephones, etc.) Ability to interact well with other staff members, customers, field associates and businesses Ability to type 60 words per minute preferred Strong customer service skills

Cash Management Associate Great Western Bank Clive IA www.indeed.com Responsible for support of deposit development activities and strategies that promote cash management services and business account growth by supporting the Cash Management team and building relationships with existing business customers. Performs a variety of clerical, administrative and servicing tasks to support Cash Management Specialists, Consultants, and Manager. Minimum Qualifications / Experience: High school diploma, associate's degree or equivalent. Two to three years of administrative experience and/or banking background preferred. Excellent verbal,



written, and interpersonal skills. Strong knowledge and experience working with Microsoft Office. Ability to handle multiple tasks, establish priorities and manage time effectively.

Billing Specialist II- Mercy South Clinic Mercy Health Des Moines, IA www.indeed.com Under general supervision, the Billing Specialist II is responsible for compiling and maintaining records of charges for goods and services rendered and ensuring accurate and efficient charge entry at any health care facility. Coordinate copies of medical documentation with physician charges to support billing to third-party payers. * File and enter billing for patients into system and analyzes patient accounts to ensure billing is accurate. * Resolve routine patient billing inquiries and problems, handling follow-up questions from patients, resolving discrepancies or errors. * Review medical coding as necessary and enters patient charges into billing applications. * Perform other duties as assigned. Qualifications: High school diploma or equivalent required. Required experience: Billing Specialist: 1 year

Receptionist/Office Assistant Part-time Spectrum Lighting & Interiors - Urbandale, IA www.indeed.com Answer incoming telephone calls and direct calls to appropriate department or individual File customer orders Communicate with vendors on product availability and order shipping information Assist sales with customer pickups General office and clerical duties and other duties as assigned Light cleaning Requirements: Two year college degree preferred but not necessary At least one year of similar job experience Basic computer knowledge Maintain a professional appearance and positive attitude

Secretarial/Clerical/Secretary/Clerk Waukee Community School District Shuler Elementary www.indeed.com Responsibilities Perform office routines necessary for professional office management Maintain required student/personnel database, including daily attendance, student scheduling, school records and individual student & staff data Maintain digital visitor management system Operate office equipment, such as copiers, fax machines, phone system, etc. Handle incoming calls Type a variety of written communications, such as letters, reports, memos, emails, etc. Greet and direct all visitors in a professional manner Sort and route incoming mail Send bank items for deposit to the district office with business director's direction. Create and process purchase orders for the building Support substitute management system by working with substitutes, creating staff absences and vacancies, and generating reports, as needed Monitor time clock system for non-exempt staff Assume health office duties as needed. Update school website's news and events sections with communications coordinator's direction. Create and distribute school's newsletter Support building staff with requests and questions. Order and maintain building's inventory Process and maintain all incoming and outgoing student records (Elementary only) Monitor school's fees and send out bills for fines (High School only) Perform other duties as assigned Desirable Position Criteria High school diploma or equivalent. Training and/or experience in secretarial responsibilities Competent in communicating with all segments of the school setting Proficient computer skills to include Microsoft Office Ability to maintain high level of confidentiality Ability to multitask in a fast paced work environment. Strong organizational skills Effective oral and written



communication skills Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Payroll/Accounting Clerk Capital City Fruit - Norwalk, IA www.indeed.com POSITION SUMMARY The Accounting Payroll Clerk will process the payroll for Capital City Fruit and 4 Seasons Fund Raising. They will also lead the billing efforts of the accounting department while being cross-trained in other accounting functions. Other tasks will also be given to this position as needed which provides a variety of work that is both challenging and fun! QUALIFICATIONS Associate's Degree preferred in Accounting or Business Administration 2 years Accounting/Payroll experience Must have basic knowledge of accounting principles. Must be proficient in all Microsoft office products especially Word and Excel. Experience in using data processes, both numbers and words. Experience with time-sensitive deadlines - accuracy over speed. Strong and Proven PowerPoint skills Knowledge and ability to communicate effectively and courteously with Capital City Fruit, Inc., staff, vendors and customers.

Teller I Part Time Bank Iowa Johnston IA www.indeed.com Summary: Provides friendly, quality customer service through timely and accurate processing of accounts and transactions. Identifies customer needs not currently being met and refers to appropriate staff. Provides friendly, quality customer service and treats customers with respect and dignity, either in person or on the phone. Job Requirements: High school diploma/G.E.D. Previous customer service experience.

Chiropractic Assistant/Receptionist Part-time Ankeny Chiropractic Health Center - Ankeny, IA www.indeed.com Job responsibilities include: - Helping the doctor with anything and everything in the office. Setting up patients on rehab, taking patients off rehab equipment, preparing the office, which would include cleaning the office before every shift, answering phones, scheduling appointments, rescheduling appointments, and making every patient encounter the possible experience. Candidate must have: -Excellent communication skills, both written and verbal, pay very close attention to detail, work in a fast past environment as well as have the Ability to create and maintain positive, effective working relationships with our team and the public-Strong computer and internet skills-Able to multitask while focusing on details Candidate must also be: -Self-motivated-Well-organized, detail oriented and punctual- Affinity for creating relationships and sales process Must be trainable, willing to do homework to learn scripting and office procedures. Attending onsite/offsite training and seminar training is required. Required education: High school or equivalent Required license or certification: Driver's License

Day Shift Cashier Dairy Queen Grill & Chill - Waukee, IA www.indeed.com. We are looking for an energetic person to join our team. If you enjoy making people smile,

Car Porter/Greeter Service Department Kia of Des Moines - Des Moines, IA www.indeed.com Responsibilities: Keeping the Service Department clean and tidy Greeting customer upon arrival and making sure they are being assisted Washing vehicles in our drive thru car wash Pulling



vehicles up during customer pick up Parking vehicles during customer drop off Qualifications:
Ability to drive a manual transmission Ability to pass a drug screening Outgoing and friendly
Clean cut professional appearance Valid driver's license with good driving record

Bakery Designer Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com As a Bakery Designer, this position will be responsible for decorating bakery items. You will assist customers with their bakery orders by the telephone and in person at the store. Education and Experience: High school or equivalent experience and six months or less of similar or related work experience.

General Worker/Cashier Waukee High School Waukee, IA www.indeed.com Assist in preparing foods; taste tests to check quality of product. May assist in setting up service areas. Assist with cleaning and storing of food, preparation, transporting and serving. Correctly portions and neatly serves food items. Clean lunchroom and kitchen after service. Is able to correctly operate all kitchen equipment such as dishwashers, slicers, mixers, ovens and all miscellaneous kitchen equipment. Practice safety precautions at all times. Is available to work on cleanup day. Perform all other duties as may from time to time be assigned by the Board.

Cashier - Grand View University Des Moines, IA www.indeed.com Job Summary: The cashier position is vital to achieving positive customer service and is responsible for successfully completing the financial transaction with the customer and maintaining the balance of the cash drawer at all times. Required Qualifications: Excellent interpersonal and communication skills Excellent customer service and a positive attitude must be able to work in a team environment Must have the ability to multitask and solve problems Experience running a cash register, knowledge of processing a credit card reader and performing credit card transactions Math skills for counting money and providing correct change

Collector 1 Sign On Bonus Job ID Number: 5264574-1 West Des Moines, IA Wells Fargo Duties include: using an auto-dial system to initiate customer contact and determine reason for delinquency; using excellent customers service skills and evaluating customers' financial situations and negotiates terms of repayment to bring account current; maintaining quality and accuracy for compliance and excellent customer service. Expected Start Date: October 10th, 2016 Working schedules: •Sunday - Thursday schedule: Sunday 8am - 4:30pm, Monday - Thursday 1pm – 10pm OR Tuesday - Saturday schedule: Tuesday - Thursday 1pm – 10pm, Friday 10am - 7pm, Saturday 8am - 4:30pm*Various shifts are available depending on tenure with WF for internal WF transfers* •The working schedules include a shift premium pay for the evening hours worked and a generous monthly incentive opportunity! Paid training will be for the first 5-6 weeks with the schedule of Monday – Friday 8am – 4:30pm. You will learn about regulations governing collection practices and become knowledgeable on the company's computer systems, products, services, policies and procedures and how to apply this knowledge when communicating with delinquent customers. Attendance is extremely important in training. * A PRE-EMPLOYMENT ASSESSMENT TEST IS REQUIRED FOR THIS POSITION. Required Qualifications 6+ months of experience in one or a combination of the



following: collections, customer contact, customer service, or sales environment; or an AA/AS degree or higher; or 2+ years of military service
Desired Qualifications Ability to negotiate and facilitate issue resolution
Basic Microsoft Office skills Good verbal, written, and interpersonal communication skills
Job Expectations Ability to work nights, weekends, and/or holidays as needed or scheduled.

HUB Order Puller Advance Auto Parts Des Moines, IA www.indeed.com Pull customer orders and prepare for delivery. Assist with the receiving and unloading of replenishment stock. Store replenishment stock in proper location. Accurately and legibly complete all paperwork related to the task of an order puller. Properly maintain equipment and report any problems on a timely basis; keep work area clean and neat. QUALIFICATIONS Able to use a hand truck and pallet jack. Able to follow detailed instructions. Able to work efficiently with others both within and outside the store. Able to perform successfully with minimum supervision. Maintain a good personal appearance. Scheduling factors necessitate that the individual should be able to come to work on short notice, and/or work flexible hours including nights and weekends. EDUCATION and/or EXPERIENCE High school diploma or GED equivalent; or one to three months related experience and/or training; or equivalent combination of education and experience.

Auto Deman Laborer Alter Trading Corporation Des Moines, IA www.indeed.com assists in the process of prepping vehicles for the Auto Salvage Yard. Inspects equipment to ensure it is safe and in working condition Drains all liquids in cars to appropriate receptacles Pulls Mercury Switches & puts in appropriate receptacles Assists in placing vehicles in the yard Uses power and hydraulic tools to remove auto parts Assists in cleaning and maintain shop and equipment Breaks down wheels and tires Follows all safety and environmental processes Performs basic maintenance on the machinery Other responsibilities as assigned

General Labor 1 - Lead – 1st shift & 2nd Shift-307054 G&K Services Des Moines, IA www.indeed.com The General Labor Lead position is responsible for one or more departments, training and quality control, supervising production flow and schedule, implementing changes, communicating with other Leads to meet and anticipate needs. There are a variety of tasks this position performs, which may vary from day to day. The tasks to be performed include, but are not limited to the following: ESSENTIAL JOB FUNCTIONS: bagging towels and mops, bundling gloves, folding aprons, towels, garments, and gloves; and CRT repairing and rolling pressing and inspecting garments for quality bagging, inspecting, sorting, and shipping garments sorting hangers pulling and prepping garments and emblems, stocking nametags shirts and pants, prepping orders, unpacking and de-tagging Tunnel - hanging garments on hangers Ability to meet the education, work experience, skills and competencies listed below. All other duties as assigned EDUCATION REQUIREMENTS: Ability to understand and operate within safety rules, operating and maintenance instructions and procedure manuals WORK EXPERIENCE REQUIREMENTS: Relevant experience working in a production environment is preferred, but not required



Fulfillment/Warehouse Team Manager Requisition Id: 3428 SourceHOV Des Moines, IA www.indeed.com Perform fulfillment duties on a daily basis Organize and manage inserting and metering of all mail assigned to Fulfillment Manage and organize work for fulfillment Work with HR and Payroll to assure all personnel matters are documented and approved Balance and mail quality control complete necessary postal paperwork Work with local US Postal Service Officials Work with vendors to maintain equipment and supplies Ensure that standard operating procedures are adhered to Implement and enforce quality control and tracking programs to meet quality objectives Prepare and maintain production reports. Monitor and review the performance of staff and organize necessary intervention for improvement Ensure efficient collaboration and co-ordination between relevant departments Perform other duties as assigned by Manager Educational requirements High School Diploma 3 years production – management – mail experience

Dog Handler 4 Paws Unleashed Inc. - Des Moines, IA www.indeed.com 4 Paws Unleashed in North Des Moines is looking to fill a couple of part time positions. Positions would include overseeing a group of daycare dogs, general cleaning and general animal care (feeding, watering and cleaning up after). Various shifts are available from 6:45am-noon and/or 1:45-6pm, Monday through Friday and/or every other Saturday from 7:30-10:30am and 3:30-6pm. Please come in to apply at 5278 NE 14th Street, Des Moines. Most applicants will be interviewed on the spot!

Production Process Operator Job ID 2016-4267 Kemin Industries Inc. Des Moines, IA www.indeed.com Current Shift Openings Include: 12-hour Night Shift: 6pm-6am Current Shift Openings Include: Position Overview: To operate the plant efficiently and effectively to maximize production while at all times maintaining a safe work environment Key Responsibilities: Properly follow all company policies and OSHA regulations for safe working procedures and environment. Complete department sanitation duties. Report all equipment issues to supervisor and / or maintenance. Pack and /or assemble product ingredients. Follow Standard Operating Procedures (SOP's) to ensure product specifications are met. Operate machinery and work in a fast paced manufacturing environment. Operate various types of heavy equipment that may include but not limited to a forklift. Troubleshoot automated equipment and other equipment issues. Use computers for daily work activities. Qualifications: Minimum of a high school diploma or equivalent. 2-3 years of related experience in manufacturing or production preferred. Must be 18 years in age or older. Must pass pre-employment physical, drug screen and criminal background check. Adherence to safety requirements and procedures as outlined in the Employee Handbook. Willingness to work in a team environment and assist co-workers or supervisors with other duties as required. Individuals are required to wear personal protective equipment (PPE) in designated operations and production areas. Protective equipment that may be required, but not limited to: Safety (hard toe) Shoes, Safety Glasses, Respirator, and Hearing Protection.

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. Required license or certification: Driver's License

Driver Helper Johnson Brothers Liquor Co Des Moines, IA www.indeed.com The Delivery Driver helper must be willing to work flexible hours and possess a valid driver's license. This position is very physical in nature by helping delivery drivers deliver liquor cases to retail customers. Job responsibilities: Loading/unloading truck Delivering product into stores using a two-wheeler or other means Occasional Handling of customer payments Making sure paperwork is correctly completed and collected Providing excellent customer service Job Requirements: Must possess a valid driver's license Previous Delivery Driving experience a plus Heavy repetitive lifting is involved, must be able to lift up to 65 lbs. repeatedly Detail oriented Self - motivated, work independently and self-managed to meet deadlines High School diploma or GED

Guest Advisor Petco DES MOINES, IA www.indeed.com Provide guests with exceptional customer service by being the subject matter expert on all products, nutrition, services, in-store promotions, local community events and other areas of animal care and wellness. Promotes the guest experience journey and a culture that consistently delivers the Petco guest brand experience. Through the lens of our Petco Co-Values, the Guest Experience Leader will be the catalyst, champion, and role model for all relationship building touch points with Petco guests. Mentors all store partners in the delivery of GUEST+ engagements to support and drive guest experiences and create Petco Promoters. Ensures the health, welfare and proper care of all live animals. The Guest Advisor may be a 'key holder' and Leader on Duty (LOD) on a limited basis as needed. Education and Experience Minimum high school diploma (its equivalency i.e. GED) or the equivalent work experience. Two years' experience in providing public information in the animal nutrition, care/wellness/treatment, and knowledge areas is required. Minimum of one year experience in a retail environment is highly preferred. A qualified applicant will be able to demonstrate proficiency in the areas of mathematics, basic accounting relationships, analysis and problem-solving skills. Excellence in communication and a proficiency in computer skills, and perform internet research is also required. Proficiency in the use of the Petco Pet Net and have the ability to access product information using the POLARIS system is required. Successful completion of all 4 CAS certification is required. Petco trained in Nutrition is required.

Sales Associate/Cashier/Balloons Part-time Nobbies Ultimate Party Store - Clive, IA www.indeed.com Nobbies has openings for full and part time, regular and seasonal positions with flexible schedules, days, evenings, and weekend hours. Our seasonal positions are for our upcoming Halloween season - if you are interested in working 60 to 90 days to earn extra money for the holidays, consider a seasonal position. Requirements: High school diploma or general education degree (GED) preferred Minimum three months experience preferred excellent communication skills.



Housekeeping Aide Posting ID 1371053 HCR ManorCare West Des Moines IA www.indeed.com
The Housekeeping Aide perform a variety of general housekeeping/cleaning duties in various areas to maintain the center in a sanitary, safe, attractive, and orderly condition. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Educational Requirements High School Diploma or equivalent preferred Position Requirements Previous housekeeping experience preferred.

Dietary Aide HCR ManorCare West Des Moines IA www.indeed.com Performs a variety of tasks usually not requiring cooking skills in the preparation, service, and clean-up for meals served to residents and staff in the nursing center and other special events Educational Requirements Ability to read and understand directions required Position Requirements Experience not needed, but preferred.

Laborer Concrete Technologies Inc Grimes, IA www.indeed.com Job Summary: Manual work consisting of lifting, shoveling, sawing, hammering and puddle concrete material. This multitask laborer will set forms, grade, puddle, install rebar, operate power equipment and saw. Can perform all labor tasks. Work locations will vary depending on the project your assigned crew is working on. Requirements: Valid driver's license, CDL preferred 1-3 years commercial concrete experience preferred Must test negative on a pre-employment drug screen.

PT GENERAL CLEANER (OPERATIONS) Marsden Bldg Maintenance, L.L.C. DES MOINES, IA www.indeed.com Job Skills / Requirements GENERAL CLEANING, MOPPING, DUST MOPPING, VACUUMING, SPOT CLEANING GLASS, DUSTING, ETC Screening Requirements: Criminal Background Check This is a Part-Time position 2nd Shift.

FT GENERAL CLEANER (OPERATIONS) Marsden Bldg Maintenance, L.L.C. DES MOINES, IA, www.indeed.com this is a Full-Time position 3rd Shift. Job Skills / Requirements GENERAL CLEANING, MOPPING, DUST MOPPING, VACUUMING, SPOT CLEANING GLASS, DUSTING, ETC Screening Requirements: Criminal Background Check

LifeSpa Service Coordinator/Receptionist - Part Time DES00230 Life Time Des Moines, IA www.indeed.com Duties & Responsibilities Positive role model to all team members to make a happy work environment Serves as primary support for the LifeSpa Manager, technicians and guests Ensures that every guest has a friendly, inviting and memorable experience Educates guests on LifeSpa products, services, treatments and homecare regimens Answers incoming calls, listens to our guests' needs to schedule appointments or give service recommendations, and collects payment for services Partners with the technicians to increase their guest retention and retail sales by scheduling the guest's next appointment during checkout and promotes the recommended products for their homecare Drives service and retail awareness and understanding through individual and LifeSpa designed promotions Ensures retail shelves are maintained by cleaning and stocking shelves as necessary or when retail product orders are delivered Qualifications Education & Experience High school graduate or equivalent



Intermediate computer skills and proficiency with Microsoft Office Suite 1-2 years of customer service/receptionist experience in the salon and spa or retail industry preferred

HOUSEKEEPER-ENVIRONMENTAL SERVICES-METHODIST WEST (JOB ID: 15328) UnityPoint Health West Des Moines, IA www.indeed.com Recruiting for a housekeeper to provide cleaning of rooms, carpets, and hard surface floors within the new Methodist West Hospital. . Must be able to read, write, speak, and comprehend fluent English, and perform basic math (addition, multiplication and division). High school diploma or GED preferred. Must be 18 years old. Previous experience in one or more of the support areas preferred or previous health care experience.

Weekend Receptionist Part-time Fitness World West - West Des Moines, IA www.indeed.com able to work Saturdays and Sundays live in Des Moines Area customer service experience preferred responsible and loyal Required education: High school or equivalent Required experience: Customer Service: 1 yea

Receptionist Part-time Arona Corp. - Aaron's - West Des Moines, IA www.indeed.com As a Receptionist you will be the ambassador of our company's first impressions to the guests and visitors. It is your foremost responsibility to compassionately greet all incoming guests, visitors and members, help them with directions or any appropriate information that they need while maintaining a high level of company confidentiality. You will be professionally answering phone calls in a polite tone and re-directing calls to respective departments. Also as the receptionist, you will perform various front desk duties including filing, handling and re-directing mail, etc., assuming administrative authority for your responsibilities. MINIMUM EDUCATION REQUIRED TO PERFORM JOB: Education: High School Diploma/G.E.D MINIMUM EXPERIENCE REQUIRED TO PERFORM JOB: 1-2 years of related experience. (Experience in an office environment will be preferred)

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

Administrative Assistant Lifespace Communities, Inc. - Des Moines, IA www.indeed.com Lifespace Communities would like to introduce the opportunity to become an Administrative Assistant at the home office located in the East Village in Des Moines, Iowa. The Administrative Assistant performs a variety of administrative duties as assigned by the office manager. And here's what you need to apply: High school diploma or equivalent Associates degree preferred. Two to three years of applicable experience Certification in Microsoft office applications



preferred. Ability to interact with residents, guests and team members in a professional manner. Ability to organize time and work flow to meet the demands of the home office, coordinating gathering information from each of the Lifespace Communities. Strong communication skills, verbal and written. Discretion, tact, and diplomacy in dealing with complex issues, maintaining confidentiality. Ability to work independently with little supervision. Knowledge of general business office practices. Expert computer skills which include but not limited to, Microsoft Office, specifically Microsoft Word, Excel and PowerPoint. Ability and willingness to expand this knowledge as needed to support the needs of the business. Strong proofreading and editing skills for projects, letters, etc. Strong attention to detail. Ability to read, write and speak English sufficient to perform job duties and to interact and communicate with residents, vendors and team members.

Receptionist/Office Assistant Part-time Simpson, Jensen, Abels, Fischer & Bouslog, P.C. - Des Moines, IA www.indeed.com Downtown Law Firm is seeking a person who would work as a Receptionist/Office Assistant/Runner for a part time position for the hours of 12:00 to 5:00 Monday through Friday. Your duties would include the following: Answering multi-line phone system, taking messages and transferring clients to voicemail Greeting clients and the public Basic computer knowledge, scanning documents and transferring documents Familiarity with Excel Copying confidential documents. Processing incoming and outgoing mail Filing of documents in attorney files Process list of closed files to take to off-site storage.

Must be mobile and able to lift boxes containing files Deliveries and Pick-ups. Must have reliable car. Mileage reimbursement General and miscellaneous duties assigned regular and reliable attendance required Downtown Law Firm is seeking a person who would work as a Receptionist/Office Assistant/Runner for a part time position for the hours of 12:00 to 5:00 Monday through Friday. Your duties would include the following: Answering multi-line phone system, taking messages and transferring clients to voicemail Greeting clients and the public Basic computer knowledge, scanning documents and transferring documents Familiarity with Excel Copying confidential documents. Processing incoming and outgoing mail Filing of documents in attorney files Process list of closed files to take to off-site storage. Must be mobile and able to lift boxes containing files Deliveries and Pick-ups. Must have reliable car.

Mileage reimbursement General and miscellaneous duties assigned Regular and reliable attendance required Job Type: Part-time Required education: High school or equivalent Italian Express Manager Hy-Vee, Inc. Windsor Heights, IA www.indeed.com As an Italian Express Manager, this position will be responsible for setting the department standards for customer service, employee relations, cleanliness, sanitation, professional appearance and overall profitability. Presents the freshest and best quality product at a competitive retail price. Education and Experience: High school or equivalent experience and over one year of related work experience.

Lead Cook - John Deere Financial Aramark Johnston, IA www.indeed.com Responsible for execution of the meal and understanding the timing of food production and to have all components of ready for consumption Responsible for expediting and maintaining the amount of food produced based on forecasted demand during peak and non-peak service times



Communicate with the management to maintain the level of food quality that is expected
Ensure daily communication between the day and night shifts regarding items that require long cooking times and planning for upcoming meals
Communicate any issues to the staff which could affect the service before each meal period
Qualifications: Required Qualifications:
Good interpersonal and communication skills
Ability to work in a team environment and demonstrate excellent customer's service
Must have the ability to manage and support the kitchen staff
Minimum 2 years' experience in the food service industry as a cook. Must be able to understand verbal and written instructions

Night Stocker Part-time Hy-Vee, Inc. Urbandale, IA www.indeed.com
Unloads product, opens containers, stocks shelves, and rotates product where necessary.
Education and Experience: High school or equivalent experience. Six months or less of similar or related work experience.
VOE Processor I Equifax West Des Moines, IA www.indeed.com
Completes data entry, verifies data or information using standard verification processes. Processes documents and conduct manual research using searches, databases or other tools to find missing information required for verification.

Receptionist Mediacom Communications Corporation West Des Moines, IA www.indeed.com
Greets visitors, providing appropriate information. Operates telephone switchboard to relay incoming, outgoing and intra-system calls. Performs related work as required.
SPECIFIC RESPONSIBILITIES: Answers telephone calls and makes proper connections to person in office. Assists in placing outgoing calls and intra-system calls. Provides routine information to callers and visitors. Records and transmits messages. Greets and directs visitors to proper personnel. Sits in one location for extended periods of time. May maintain a log of visitors. May perform routine clerical work, including typing various correspondence.
PREFERRED EXPERIENCE/SKILLS: A high school diploma or equivalent. Requires a special knowledge of function, work and flow of working area of assignment acquired only through on-the-job experience. A general knowledge of simple clerical routines and use of office equipment. Ability to interact with the public, either on the telephone or in personal contact. Effective interpersonal and communications skills.