



Sample Job List Week July 25 – July 29

***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. ***

Secretary Mercy College - Catholic Health Initiatives Des Moines, IA www.indeed.com Job Summary: The purpose of this position is to provide administrative support for the External Affairs, Business Operations, and Human Resources' offices. Essential Duties: Provides general office support for the External Affairs department which includes ordering, invoice processing and scheduling meetings and appointments. Facilitates the new hire process for new employees ensuring all information is completed timely and accurately. Qualifications: Two-year degree or equivalent training and/or experience. Two years' experience providing office support for multiple individuals. Strong communication skills both verbal and written. Strong organizational skills. Strong customer service commitment and a continuous quality focus. Experience in a higher education environment preferred.

Hospital Service Technician - PT Weekends/Des Moines Universal Hospital Services Des Moines, IA Job Description: The Hospital Service Technician is responsible for equipment management tasks in the hospital, including: delivering equipment, accessories and disposables to patient rooms; delivering equipment to standby locations; picking up soiled equipment; cleaning and processing equipment; conducting equipment tracking rounds throughout the patient rooms; and recording each activity by scanning equipment as it is completed seeks a hospital based WEEKEND employee for Des Moines! Friday/Saturday 7a-3:30p Knowledge and Physical Requirements High school diploma or equivalent. Prior work experience in hospital setting or customer service preferred. Basic computer skills. Willing to work flexible hours, including evenings, weekends and holidays, as well as emergency off-hours as required.

Bakery Designer Hy-Vee, Inc. Ankeny, 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.

Service Meat Clerk Hy-Vee, Inc. Part-time Altoona, IA Provides prompt, efficient and friendly customer service. Wraps, trims, stocks cases, and receives merchandise in the Meat and/or Seafood Department. Education and Experience: High School or equivalent experience, food safety training. Six months or less of similar or related work.

Patient Service Representative UnityPoint Health Des Moines, IA www.indeed.com Des Moines Iowa Health Cardiology FTE: 1.000000 Essential Functions & Responsibilities This position involves greeting patients and visitors and providing courteous, caring and professional assistance to all individuals contacting the office. Answering the telephone, scheduling appointments and working with clinical staff to provide efficient patient flow. Responsible for



working efficiently with the electronic health record and billing system to input information related to billing and scheduling. In addition to tasks associated with this position, our team members must demonstrate professionalism, respect, good attitudes, effective communication, timeliness and commitment. Qualifications Previous medical office experience with medical office billing software or electronic health record. Education High School or Vocational School graduate. Previous experience coding diagnoses and procedures with ICD-9-CM and CPT. Knowledge of medical terminology, anatomy and physiology

Front Office Specialist - Full Time Concentra, Inc. Urbandale, IA www.indeed.com JOB REQUIREMENTS: High school graduate or equivalent One year of experience in customer service environment preferred Demonstrated Intermediate knowledge of PCs, word processing, and data entry Demonstrated excellent customer service and communication skills

Site Coordinator Part-time Everybody Wins! Iowa - Des Moines, IA www.indeed.com. Everybody Wins! Iowa is currently seeking qualified applicants for the position of School/Site Coordinator. The coordinator is responsible for implementing the program guidelines and ensuring that volunteers, school faculty, community partners, and students are satisfied with their experience with the Everybody Wins! Iowa program. They serve as the liaison between school/site staff, including teachers, principals, community partners, and Everybody Wins! Iowa staff to ensure communication and coordination. Everybody Wins! Iowa is a youth literacy and mentoring program that strives to bridge the literacy and mentoring gap by matching students with adult mentors to spend an hour a week reading and learning together. Candidates must be responsible, organized, and independent workers that can communicate effectively with Everybody Wins! Iowa staff, school faculty, adult volunteers, and school children. Candidates must be proficient in Microsoft Word, Microsoft Excel, Gmail, and Google Docs. Employment hours vary, but average 1 - 2 hours per program day.

HR Administrative Coordinator - Part-Time Job Code: 3551 ChildServe Des Moines, IA www.indeed.com Provides administrative service and support to the Human Resources departments which may include staff relations, recruiting, learning and development, volunteer coordination, or other programs. Education Requirements: Associates Experience Requirements: Six months of working in an HR environment preferred. Education: Two year Associate degree or equivalent experience required, preferably in a human resources or business field. Experience: Six months of working in an HR environment preferred. Skills: Proficiency with Microsoft Office products (particularly Word, Excel, Outlook), business communications, customer service tasks in a fast-paced environment, and administrative support of results-oriented professionals. Possesses a valid driver's license and carries state of Iowa required minimum vehicle insurance.

Patient Service Specialist (PSS) Full Time Physiotherapy Associates Ankeny, IA www.indeed.com Physio in Ankeny, IA is seeking a FULL time Patient Service Specialist (PSS) for our outpatient physical therapy clinic. Previous medical office experience with insurance and billing is HIGHLY preferred. We are looking for a schedule of Monday – Friday. Hours Needed:



Two days 7-4 pm, two days 10-7 pm, 8-5 one day 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.

Delivery Driver Part-time Hy-Vee, Inc Des Moines, IA www.ijindeed.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

Hotel Front Desk 3-11 Part-time Microtel Inn & Suites Urbandale, IA www.indeed.com 25 to 30 hours Front Desk clerk mainly 3-11 shift but 1 night also 11-7 shift. Experience is a plus but not needed. Must have a driver's license and live in the Des Moines, Iowa area

Childcare Staff Part-time St. Theresa Childcare - Des Moines, IA www.indeed.com Part-time job at St. Theresa Childcare in our after school program for pre-school and school-aged children. Hours are from 2:30p (approx.) to 6p. Can work every day or anywhere from 2-5 days per week, Mon-Fri. only. Hourly position starting at \$8.50p-9.25 depending on experience. Looking for 16 years old and older to fill this position. Flexible and fun environment!! Duties involve working with children and supervision of these children after school.

Guest Service Representative Full-time Fairfield Inn and Suites Des Moines Airport - Des Moines, IA www.indeed.com Nights and weekends are required. Schedules will vary weekly based on the needs of the hotel. Will train the right person for the job. Required education: High school or equivalent

Package Center Supervisor Part Time UNITED PARCEL SERVICE Des Moines, IA www.indeed.com Days: Monday - Friday Hours: 11:00am-4:30pm Commitment to Position: 2 years Job Summary: Supervises daily activities of drivers and package handlers to ensure that all assigned duties are accomplished safely and timely. Supervisors typically work Monday through Friday however, weekend work may be required based upon needs. Hours for the position may also vary as coverage of other areas may be necessary. The supervisor will be responsible for directing the work of others as well as managing and administering timecards. Required Skills: Customer service skills (internal/external); Professional Phone etiquette, Ability to work varying shifts, additional hours and/or overtime depending on service needs; Multi-tasking skills; Perform general office tasks such as paperwork, typing, and/or use of a computer, filing, calculating and use of telephone; Good cognitive reasoning skills; Self-motivation; Ability to create and manipulate Microsoft Office Excel spreadsheets, and use Microsoft Office Word to create and modify documents; Work cooperatively in a diverse work environment; Ability to direct the work of the other employees effectively; Verification and submittal of timecards; Perform other functions that may be assigned. Additional Skills: Previous Package Center or Phone Center experience, a plus. Previous supervisory experience, preferred.



Warehouse Stockroom Associate (Full Time) NAPA Des Moines, IA www.indeed.com Job Description Expedites incoming and outgoing freight. Performs various duties including receiving, stocking, pulling, and staging, loading and shipping freight. Processes inventory and maximizes warehouse space usage as well as any other general duties as necessary. Qualifications: Requires completion of a high school diploma, general education degree (GED) or equivalent combination of experience and education. No previous experience required. Previous experience in a distribution center and/or warehouse environment preferred. Must be able to read, understand written/verbal instructions, and communicate to other team members. Must possess acceptable Motor Vehicle Record (MVR) based on hiring standards. Must be able to pass a background check. Must be able to work in a drug free atmosphere

Receptionist Full Time Billion Automotive Des Moines, IA www.indeed.com Greets showroom customers and determines the nature of their visit Directs customers to the correct department, notifies the appropriate person that a customer is waiting, and introduces the customer to a salesperson Answers incoming phone calls. Directs caller to appropriate department or individual or takes a thorough message. Communicates with callers and visitors in a professional, friendly, and efficient manner. Types memos, correspondence, reports, and other documents. Assists office staff with clerical duties as requested. For example: Car deals, title work, stocking in inventory. Maintains a professional appearance including professional attire. Other duties as assigned Requirements: Multi-line phone experience and ability to multi-task. High School Diploma or G.E.D. Valid Driver's License required experience: Admin/Clerical: 3 years

Administrative Assistant II Vask Info Edge Des Moines, IA www.indeed.com General administrative responsibilities include preparation of reports/presentations using various software packages and databases, compilation of information from various sources, and handling small scale projects. Performs audits of various types. Individuals at this level may still perform office functions outlined in the first two levels but these are not the primary focus of the position. Individuals may deal with confidential material on a regular basis. Additional Job Details: Data entry, general, and Microsoft Office skills required.

Donut Designer Part-time Hy-Vee, Inc. Johnston, IA www.indeed.com As a Donut Designer, this position will be responsible for finishing donuts, bagels, and Danishes to be sold to customers High school or equivalent experience and six months or less of similar or related experience.

Administrative Coordinator - Mercy Health Network - FT (Days)-2016-R0049741 Catholic Health Initiatives Des Moines, IA www.indeed.com Responsible for coordinating activities of the MHN-CI Department and staff of the rural affiliated hospitals. MARGINAL FUNCTIONS: Assists with the billing of consultant services for MHN-CI Department and for services to the affiliate hospitals. Processes invoices. Calculates timecards in Kronos for MHN-CI Department staff and for CEOs, CFOs, CNOs and other affiliate hospital staff who are employed by Mercy. MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: High school diploma or GED with one year of advanced administrative experience required. Knowledge of PCs along with experience in



Word, Excel, PowerPoint and other current software packages required. Strong verbal and written communication skills. Excellent organizational skills and critical thinking skills required.

Direct Care Worker/Home Health Aid/ CNA- Certified Nursing Assistant Part-time BrightStar Care Des Moines, IA www.indeed.com Job Duties include: Provide client care according to approved Plan of Care Assist clients with personal care and hygiene Provide transportation as required Assist in providing a safe environment for client Comply with all documentation and record keeping requirements Position Requirements DCW/HHA or CNA certification 1 year experience Valid driver's license Reliable car / auto insurance Clean background and criminal record

Make Ready Technician - Weston Park BH Management Services Inc. - Des Moines, IA www.indeed.com you would be responsible for ensuring apartment units are ready for leasing and performing routine maintenance tasks and repairs. Job Qualifications: 18 years of age or older High School or GED (General Education Diploma) preferred A minimum of one (1) or more years of maintenance experience is preferred A valid driver's license may be required. Required to provide own (basic) hand tools Must be knowledgeable in plumbing, electrical, paint/drywall and appliance repair Previous HVAC experience preferred HVAC, E.P.A., CPO certifications may be required Ability to work an on-call schedule as required to meet the needs of the property Ability to work independently with minimal supervision Excellent time management skills; ability to prioritize work functions Strong communication and interpersonal skills Knowledge of building maintenance and repair Ability to learn and institute BH and industry standards A positive, team-oriented attitude Ability to work with a diverse group of people and customers

Administrative Support Full-time Capital Express, Inc. - Grimes, IA www.indeed.com Responsibilities: Draft correspondences and other formal documents Plan and schedule appointments and events Review documents to ensure correctness. Produce reports Answer inbound telephone calls Develop and implement organized filing systems Perform all other office tasks Qualifications: Previous experience in office administration or other related fields Ability to prioritize and multitask Excellent written and verbal communication skills Strong attention to detail Strong organizational skills Strong knowledge of the Microsoft Office Suite and Outlook. Experience in transportation and transportation compliance helpful. Required education: High school or equivalent Required experience: Administrative Support: 1 year

Merchandise Replenishment Team Member - Part Time SCHEELS Des Moines, IA www.indeed.com Brings product from the freight room and back stock areas of the store to the sales floor Assists in folding, hanging, stocking shelves, counters or tables with merchandise Prepares merchandise to be sold by hanging, buttoning, zipping, folding, etc. Straightens all product on the sales floor. Be knowledgeable to answer questions concerning location and price of merchandise Sets up advertising displays and arranges merchandise on tables to promote sales. Contributes to a work environment that fosters pride in being part of a winning team and promotes personal growth Other duties or responsibilities that may be assigned by



Assistant Store Leaders Must be flexible to work assigned schedule between 7 am and 2 pm, both Saturday and Sunday.

Assistant Property Manager - Ashbrooke BH Management Services Inc. - Ankeny, IA www.indeed.com Essential Job Functions: Exhibits strong commitment to the service needs of the internal and external customer. Represents the company in a professional and courteous manner. Oversees the property and the staff in the absence of the Property Manager. Assists the Property Manager in the hiring and orientation of new employees. Assists with various daily and month-end reports including posting rents, collecting delinquencies, evictions, postings invoices and lease renewals. Responsible for accurate reporting of resident ledgers and daily deposits. Responsible for knowing the status of vacant units and inspection of all pre-leased apartments. Secures lease renewals to ensure the property generates a satisfactory cash flow and strong resident retention. Assists with monitoring resident satisfaction in person or through follow-up calls and emails to ensure a positive living experience. Daily communication and collaboration with staff, Property Manager and others as needed including any service maintenance requests. Develops and maintains knowledge of the property, community and competitors. Assist with building and maintaining a team environment onsite to achieve all property goals. Assists with motivating, directing, and evaluating employees and all related personnel issues. Physically walks and inspects community on a daily basis to address issues and verify standards. Oversees and directs all administrative duties in accordance with company policy. Travel may be required. Other duties as assigned. Job Qualifications: High School or GED (General Education Diploma) preferred Previous Property Management and/or industry experience preferred Previous bookkeeping/account reconciliation experience preferred CAM/Licensed Property Manager preferred Yardi Voyager experience preferred MS Office Word/Excel experience preferred Travel may be required A valid driver's license may be required Professional appearance and demeanor

Certified Nursing Assistant (CNA) The Bridges at Ankeny - Ankeny, IA www.indeed.com Certified Nursing Assistants are responsible for providing industry leading personal care and assistance in the facility. Assist residents with personal hygiene, including assistance with dressing, grooming, toileting, feeding, and the giving of baths/showers as well as provide basic treatments as required with direction of the nursing staff. Education and Experience High School Diploma or equivalency (preferred). Must be at least 16 years of age (required). License/Certifications Successful completion of 75-hour Nurse Aide course (required). CPR Certification (preferred).

General Labor Soil-tek Des Moines, IA www.indeed.com Job Type: Seasonal - Typical duration of employment is mid-March through November depending on weather. Minimum Years of Experience Desired: 1 Year in Farm, agriculture, and/or landscape Minimum Years of Education Required: High School/GED

Server Assistant - Champion's Restaurant 16-455Prairie Meadows Racetrack and Casino, Inc. - Altoona, IA 50009 www.indeed.com Duties: Responsible for assisting waitrons with the set-up



and cleaning of serving areas. Maintains good working knowledge of the restaurant layout, table numbers, terrace levels and serving areas. Opens the work stations, stocks condiments, garnishments and sauces for each shift. Responsible for properly closing the work stations and dining room. Ensures that all products are wrapped, dated and stored properly. Responsible for cleaning the station. Requirements: Experience in food service preferred. Must have proven customer service skills. Standing, walking and climbing stairs for an 8-hour shift. Ability to lift up to 50 lbs. and push a cart up to 150 lbs. Ability to work weekends, holidays and varied hours.

Driver Helper Job ID: 2016-11207 Sleep Number Des Moines, IA Sleep Number is hiring temporary Driver Helpers to assist Home Delivery & Assembly Technicians during seasonal peak delivery times. As a Driver Helper, you will not drive the vehicle but will be responsible for helping create a world-class experience within customers' homes by: Assemble the customer's new Sleep Number bed. Get rid of their old, uncomfortable mattress. Clean up after yourself.

Assistant Manager Trainee Full Time Walmart Des Moines, IA www.indeed.com Models, enforces, and provides direction and guidance to hourly Associates on proper Customer service approaches and techniques to ensure Customer needs, complaints, and issues are successfully resolved within Company guidelines and standards. Minimum Qualifications 2 or more years of college; OR 1 year retail experience and 1 year supervisory experience; OR 2 years general work experience and 1 year supervisory experience For facilities that sell firearms, I acknowledge that the position for which I am applying will require successful completion of a firearms-specific Criminal Background Check (CBC) and Firearms Authorized Training. Additional Preferred Qualifications 2 or more years general work experience supervising 5 or more direct reports to include the responsibility of performance management, mentoring, hiring, and firing

Business Office Manager Posting ID 1361315HCR ManorCare West Des Moines, IA www.indeed.com As the Business Office Manager, you will direct the overall Business Office activities in accordance with current applicable federal, state, and local standards, guidelines and regulations, and as directed by the Administrator, to assure the proper administrative procedures are maintained. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare. Educational Requirements Associates degree in Accounting or related field or two (2) years of experience Position Requirements Previous experience in business office operations, preferred.

Baker Hy-Vee, Inc. Johnston, IA www.indeed.com As a Baker, this position will be responsible for baking products for orders and to replenish displays. High school or equivalent experience (department training helpful) and over six months up to one year of similar or related experience.

Italian Express Clerk Part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com As a Italian Clerk, this position will be responsible for taking orders from customers over the telephones or



counter. High school or equivalent experience and six months or less of similar or related experience.

Certified Occupational Therapist Assistant - Skilled Nursing / Des Moines, IA www.indeed.com. The certified occupational therapy assistant will use their skills to provide direct and indirect occupational therapy services to patients as directed by the supervised occupational therapist. The COTA will work with the interdisciplinary team to enable patients to achieve their goals.

Office Manager Carlson Chiropractic - Windsor Heights, IA www.indeed.com Seeking outgoing, highly energetic person with a passion for helping people. Must be organized, detail oriented and self-motivated. Ability to work with a team a must. Required education: High school or equivalent

Administrative Project Assistant II Position Code 16-2907. Full Time Telligen West Des Moines, IA www.indeed.com. This position is responsible for providing project administrative support for multiple contracts/programs/customers including supporting development of business specific documents. Business specific documents may include, but are not limited to, manuals, reports, and educational materials. Requirements - Project Assistant II: Two year degree in business or related field and/or equivalent training and/or experience. 3 – 4 years' experience in project administrative support. Demonstrated ability working with confidential information and in a deadline driven environment. Demonstrated ability to effectively multi-task and problem solve

Administrative Assistant Techlink Systems - Des Moines, IA www.indeed.com High School Diploma/GED Associate's Degree – preferred Three to five years Office experience Proficiency with Microsoft Office Suite (Word, Excel, Power Point). Access is a plus. Consistent word processing speed and accuracy of 50 or more words per minute. Required experience: Administrative Assistant: 3 years

Chinese Express Cook Hy-Vee, Inc. Indianola, IA www.indeed.com As a Chinese Express Cook, this position will be responsible for preparing various foods for the Chinese department. You will be responsible for food in hot and cold cases High School or equivalent; Training provided

Assistant Store Manager Requisition Number: WS-9021 Full-time Williams-Sonoma West Des Moines, IA www.indeed.com Job Purpose: Support the management team, delivering store results through sales floor leadership and completion of visual and operational functions. Drive execution by delegating daily floor activities, problem-solving and adjusting priorities to ensure completion. Build teamwork by encouraging associates to identify ideas and improvement opportunities to drive store results. REQUIREMENTS AND QUALIFICATIONS College degree preferred or equivalent job experience. 1-3 year's specialty retail sales experience. Prior supervisory experience preferred. 1-2 years' experience in stockroom or visual merchandising coordination preferred. Proficiency using Microsoft Word, Excel, Outlook and POS systems. Ability to be mobile on the sales floor for extended periods of time. Availability to



work flexible schedule, including evenings, weekends and holidays. Ability to lift and mobilize medium to large items, up to 75 lb., while utilizing appropriate equipment and safety techniques.

Administrative Assistant Full-time QHC Facilities, LLC Mitchellville, IA www.indeed.com QHC Facilities, LLC is in need of a full time Administrative Assistant/Bookkeeper for a Des Moines area nursing home. A minimum of a two year accounting degree is preferred and long term care experience is preferred. This position requires a person who is compassionate, can multi task well, and work with the many distractions that occur in a nursing home setting. Computer skills needed are Microsoft Office and clinical billing software experience would be useful. Duties include payroll processing, resident billing and tracking, accounts receivable, and assisting the facility administrator and support staff with daily operations. This position offers: Pre-Employment physical, drug screen and background check is required.

Administrative Assistant Part Time Acute Care, Inc. - Ankeny, IA www.indeed.com A growing health care staffing corporation is in need of a part-time Administrative Assistant. Qualified individuals will have excellent typing, grammar, letter writing, and dictation skills. It is also a must that applicants be able to prioritize their time well with multiple tasks. Microsoft Word knowledge is required. Microsoft Excel, Publisher, and Google Forms experience is strongly preferred. Other skills and attributes the candidate will possess are excellent customer service skills, be detail oriented, and very organized. Experience answering phones and directing calls also preferred.

Accounting Assistant Ruan Des Moines, IA www.indeed.com Requirements: High school diploma or GED required; preferred candidates will have an Associate Degree in Accounting/Finance or related courses. 1-2 years' experience payroll and data entry experience, preferred experience with invoicing and billing administration. Strong customer service experience and skill set Strong computer skills including Microsoft Office required Strong written and verbal skills are required

Store Clerk Job ID 2014-1320 Regular Full-Time URBANDALE, IA www.indeed.com The Store Clerk will provide good customer service and respond to customer needs. The Store Clerk will operate a cash register. This includes balancing the cash drawer; practicing safe cash handling; and completing shift count reports, shift deposits, and drawer declares. Hours include days, evenings, and weekends. Qualifications: Education/Experience High school diploma or its equivalent or currently attending high school or GED classes, or a minimum of four (4) years of any of any combination of military service, high school, or related full-time paid employment.

Unit Clerk -P4 Stroke/Neuro/Medical-Methodist (JOB ID: 13818) Des Moines Methodist Hospital UnityPoint Health Des Moines, IA www.indeed.com Responsibilities: Unit Clerk experience or experience in a medical office setting preferred. Medical terminology needed. Will be responsible for all clerical and receptionist duties on the unit. Transcribes information and maintains patient records. Delivers and obtains information, specimens, and supplies



within the medical center. Other information: High school diploma or equivalent. Medical terminology needed. Ability to read, write, and speak fluent English. 40 wpm typing. Personable with good phone etiquette. Must be able to transport patients by wheelchair or stretcher.

Admin Assistant IA Contract Pozent Corporation - Des Moines, IA www.indeed.com

Description: Principal Accountabilities: Answer telephone, screen and direct calls Take and relay messages. Provide general administrative and clerical support Prepare correspondence and documents. Receive and sort mail and deliveries Schedule appointments and meetings Maintain Calendar (using outlook) Perform other job related duties and projects as assigned Adheres to ACFC policies and procedures Supports and carries out the Mercy Mission & Values Microsoft Office Suite, specifically word, PowerPoint, Excel and Outlook. Required Ability to create and modify tables, charts and spreadsheets. Required Administrative experience. Required 2 Years Required experience: Admin Assistant, healthcare: 3 years

Program & Financial Assistant Youth Emergency Services & Shelter Des Moines, IA

www.indeed.com Essential Duties: Conduct general duties related to the daily operation of the agency by greeting the public in the Administrative area, providing phone support, managing technology equipment, preparing bulk mail, maintaining the Administrative Conference Room, etc. Coordinate refreshments ordering, delivery, and cleanup for YESS meetings and functions Provide direct support to the CEO by arranging meetings, maintaining the list of board members, coordinating schedules, making travel arrangements, etc. Assist with maintaining data management systems for the Development function of the agency and conduct special projects related to the same. Assist with processing and acknowledgement of recurring and one-time financial gifts Maintain donor database including gift entry, preparation of monthly reports, volunteer hour entry, etc. Provide assistance to the Community Team for the successful planning and implementation of annual giving initiatives, including the preparation of mailings and gift requests Provide support to the Finance Department by preparing billing, maintaining vendor files, distributing and reconciling petty cash, processing checks, reconciling the organization's bank account, etc. Assist in gathering and compiling information for cost report preparation and for financial and other organizational audits Provide support to the Human Resources Department by maintaining personnel files. Perform product ordering and inventory management of marketing materials, YESS swag, etc. Other duties as assigned. Required education: Associate. Required license or certification: Current driver license

Food Unit Lead (Full Time) Compass Group - West Des Moines, IA www.indeed.com Schedule:

F/T Schedule; Monday through Friday, 6:30AM - 3:00PM. Requirement: Previous cook and supervisor experience is preferred. Summary: Coordinates activities of other food-service employees. Creates an enjoyable dining experience for customers, staff and visitors.

Warehouse Full Time Seneca Companies Des Moines, IA www.indeed.com. We currently have

an opening for a Warehouse Laborer. This position would assist in the shipping and receipt of incoming packages, freight, parts, equipment and materials and perform various warehousing duties. This person would also be working with the ordering and purchasing of parts, helping



with inside and outside sales, overseeing the parts counter, and purchasing parts that are needed. An ideal candidate would be a self-started
Qualifications: High School Diploma or equivalent
1 to 2 years of warehouse, counter sales, phasing, and servicing experience
Ability to lift up to 50 lbs. on a regular basis
Must be detail oriented
Basic computer knowledge
Clean driving record and valid driver's license
Excellent customer service skills as well as interpersonal skills
Enjoy working in a fast-paced environment and motivated that would be able to oversee the warehouse area. Operating a forklift loading and unloading job trailers

Maintenance Technician US Water Services Corporation - Grimes, IA www.indeed.com. Under supervision, performs construction, maintenance and/or repair on water and wastewater utility system equipment and company facilities as directed. Responsibilities include the following: Assist in the investigation of utility systems and troubleshoot and correct electrical, mechanical and piping problems as experience and training allows and as directed by Lead Maintenance Mechanic. Pull, repair, and analyze mechanical equipment (pumps, motors, submersibles, etc.) as necessary to complete required repairs. Assist in the installation of new utility system improvements and other water and wastewater utility related projects. Responds to maintenance schedules for equipment and vehicles. Assures the proper maintenance duties are performed. Responds to emergency calls as designated. Assists with the proper maintenance of equipment of plant, collection or distribution facilities; may drive a company vehicle and is responsible for appearance, maintenance and organization of vehicle and tool inventory. Perform lift station inspections including cleaning, properly setting level controls, cleaning wet well walls, documenting hour meter readings and calculating run times, trim/cut grass and weed as needed, test alarm/communication systems weekly and report abnormalities to the Lead Technician. Manhole inspections including completing the report on each manhole and meeting the minimum quantities required. Fire hydrant maintenance including flushing, greasing, painting and completing the report on each hydrant and completing the minimum quantities required. Minimum Requirements: High School Diploma or equivalent Motor Vehicle Operator License (Driver's License) PREFERRED REQUIREMENTS Class A CDL with tanker endorsement Water Distribution License Expert in performing mechanical, electrical and/or plumbing abilities Ability to demonstrate a level of mechanical electrical or plumbing aptitude.

Maintenance Worker Fairfield Inn & Suites Hotel Urbandale, IA www.indeed.com The desired Maintenance Technician applicant must be knowledgeable and diversified in the areas of: heating/ cooling, electrical work, roofing, mechanical, repairs, completing all maintenance requests, dry-walling, changing HVAC filters, regular boiler maintenance, maintaining the pool/spa. Maintenance workers are responsible for scheduling routine inspections for elevators, sprinklers inspections, electrical equipment replacing and installing equipment. The Maintenance Technician will be responsible for working at 3 hotel in Urbandale that are close together, time management skills are a must. Required education: High school or equivalent

Room/Laundry Attendant 16-459 Prairie Meadows Racetrack and Casino, Inc. - Altoona, IA 50009 Duties: To provide high standards of cleanliness and sanitation for hotel guests. Cleans all guest rooms and public spaces as assigned following established guidelines and standards.



Check all guest room fixtures, furniture, television, radio, and heating/cooling equipment for proper operation. Return individual guest room's heating/cooling equipment to proper settings. Inspect guest rooms for maintenance needs and report. Requirements: High school diploma or equivalent preferred. Previous housekeeping experience preferred. Must have the ability to use power cleaning equipment such as vacuums, floor scrubbers, shampooers, etc. Must pay close attention to detail. Must be able to communicate effectively both verbally and in writing with persons of diverse backgrounds. Indoor environment. Exposed to cleaning chemicals & to various types of waste. Standing and walking for 8-10 hour shifts. Smoking environment. Ability to lift 50 lbs. and push/pull up to 150 lbs. Must be able to work weekends and holidays.

Hospital Service Technician - PT Weekends Universal Hospital Services Des Moines, IA www.indeed.com The Hospital Service Technician is responsible for equipment management tasks in the hospital, including: delivering equipment, accessories and disposables to patient rooms; delivering equipment to standby locations; picking up soiled equipment; cleaning and processing equipment; conducting equipment tracking rounds throughout the patient rooms; and recording each activity by scanning equipment as it is completed. UHS seeks a hospital based WEEKEND employee for Des Moines! Friday/Saturday 7a-3:30p Knowledge and Physical Requirements High school diploma or equivalent. Prior work experience in hospital setting or customer service preferred. Basic computer skills willing to work flexible hours, including evenings, weekends and holidays, as well as emergency off-hours as required.

Sales - Sports Equipment Specialist - Part Time SCHEELS Des Moines, IA www.indeed.com
Position Description: SCHEELS is currently seeking a Sales Specialist for Sports Equipment at our Des Moines, Iowa location on a part time basis. The individual selected will sell in our Bikes, Exercise Machines/Equipment, Camping, Golf and Seasonal Sports areas of the store. This individual will provide superior customer service. This position will represent SCHEELS in a friendly, courteous, and knowledgeable manner to our customers and their team members. Education and Experience: Ideal candidate will have a minimum of a High School diploma, or General Education Degree (GED), one to three months of related experience or training; or equivalent combination of education and experience. Schedule: Must be flexible to work assigned schedule between 8 am and 9 pm, Monday through Sunday. Schedule may include varied hours, evenings, weekends, and holidays. Average between 15-25 hours per week.

Stocking Crew Part-time Toys 'R' Us - Des Moines, IA www.indeed.com Are you looking for a fun, fast-paced work environment? Are you friendly, team focused, and do you enjoy working with kids of all ages? Come join our team! We have positions available for part-time seasonal stock team members! We offer competitive wages, an employee discount, and opportunities for 20+ hour work weeks. Responsibilities include: varying shifts Truck unloading Product sorting Product merchandising / stocking Back stocking / cataloging of product Must be 18 years of age or older, and able to lift 50 pounds, use a safety cutter, and safely operate pallet jacks and ladders.



General Labor Soil-Tek Des Moines, IA www.indeed.com Job Type: Seasonal - Typical duration of employment is mid-March through November depending on weather. Minimum Years of Experience Desired: 1 Year in Farm, agriculture, and/or landscape Minimum Years of Education Required: High School/GED Job Requirements: Must have good work ethic and be able to adapt to a variety of different labor assignments Reliable transportation to work and excellent attendance record Valid Driver's license and clear driving record Must be willing to work in all weather conditions

Sales Associate/Cashier Part-time Toys 'R' Us - Des Moines, IA www.indeed.com. We have positions available for part-time seasonal sales and cashier team members! Shifts ranging 4-8 hours operating a cash register Customer engagement Active selling.

Warehouse Worker Full-time Concentric International - Des Moines, IA www.indeed.com Concentric International, Inc., is seeking a hardworking and dependable individual to work in our warehouse. This person will load and unload trucks, pick customer orders, and process orders for shipment. Requirements: Must have a valid driver's license Must be able to pass a background check and drug test Warehouse experience (preferred, but will train) High School Diploma (preferred).

Dishwasher Job number: 659927 CraftWorks Restaurants and Breweries West Des Moines, IA www.indeed.com. To maintain dish area, equipment, and chemicals. Maintain clean and sanitized kitchen utensils and service ware to positively impact speedy and efficient service to our guest. No prior education or experience required. Must be 18 years of age or older.

Prep Cook CraftWorks Restaurants and Breweries West Des Moines, IA www.indeed.com. To prepare and maintain assigned par levels of food items. To clean kitchen, work areas and equipment. Assist other cooks during high volume when needed. Education & Experience: No prior education required. Previous prep experience preferred. Knowledge of different kinds of knives preferred (i.e. French, serrated, etc.) Must be 16 years old to be hired, 18 years old to operate mandated equipment and meet any other state qualifications.

Server CraftWorks Restaurants and Breweries West Des Moines, IA www.indeed.com. Takes orders and serves food and drinks to Guests in bar area and/or dining area. No prior education or experience required. Must be 18 years of age to serve alcohol or as state regulations dictate.

Unit Clerk Broadlawns Medical Center Des Moines, IA www.indeed.com. Assists in planning, organizing, implementing, and evaluating activities of the nursing unit by performing clerical and receptionist duties and maintaining the physical environment. Qualifications: HS Diploma or GED. Familiarity with office equipment and computers. PREFER: Medical Terminology course. Experience in the health care field.

Administrative Assistant Welcome Center Grand View University Des Moines, IA www.indeed.com. To create and maintain a welcoming and vibrant atmosphere at the



Welcome Center in the Student Center. This position will report to the Director of Conferencing and support the essential functions (marketing and recruitment of conferences, coordinating conference activity and overseeing daily Student Center operations) of that position. This position will oversee student work study positions that will support these essential functions. This position will assist Admissions in welcoming visitors to campus, including prospective students and families and support campus tours and visit days when needed. This position will also support other areas of Student Success and Student Life including parking, Career Center job posting, phone switchboard monitoring, and other items as needed. Qualifications and Requirements: High school education required, post-secondary training and degree preferred. Strong interpersonal skills with a desire to work directly with students and families. Strong customer service focus with friendly and positive personality. Computer/word processing skills, including database management. Excellent oral and written communication skills required, including the ability to express matters clearly and the ability to use proper grammar, spelling and punctuation. Ability to perform tasks with little or no supervision