



Sample Job List Week August 29 – September 2

***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. ***

Seasonal Sales Associate Old Navy - Merle Hay DES MOINES, IA www.indeed.com

At Old Navy, we're passionate about bringing fun and fashion to absolutely everyone. It takes an amazing team to make it happen. That's where you come in. As a Seasonal Sales Associate, you'll be a big part of our team, helping our customers stock-up on their favorite fashionable finds and the perfect presents for everyone on their list. Your energy, talent, and skills will help us succeed during one of the most exciting times of the year. As a Seasonal Sales Associate: You will multitask, do a little bit of everything around the store and be adaptable. You will be comfortable and knowledgeable around our store devices.

Holiday Seasonal Associate Younkers DES MOINES, IA www.indeed.com Holiday Sales

associate: assist customers with their selections, complete transactions on the cash register, and merchandise new product as it arrives. Big Day Support Associate: focuses on our Big Day Holiday Sales Events. Duties will include greeting customers, folding, bagging merchandise, providing fitting room support and various other tasks as needed. Schedules for both of these roles include mostly evenings and weekends and our Big Day Holiday Sales Events.

Customer Service - Apparel Kmart URBANDALE IA www.indeed.com Provides "World Class" Member Service by surprising and delighting our members every day. Ensures basic and seasonal replenishment and merchandising and operational programs are established and maintained to improve sales and profitability in one or more department(s). Works in conjunction with the Department Lead in maintaining merchandise assortments and pricing integrity. Ensures customer care and selling are #1 priority

Facility Operations Worker PT Job Tracking ID: 85397-229195Part-Time Heartland Co-op Waukee, IA www.indeed.com Receives, stores, cares for and distributes grain and other products within the company by performing the following duties. Education/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

Seasonal Cashier Toys R Us (Job Number: 74539) Des Moines, IA www.indeed.com Job Summary: To operate cash registers in a store, process Guest payments, bag Guest goods, and do related work as required. Qualifications Ability to read price tag information, ability to read English language sufficient to read Guest checks, Guest identification and similar written materials. Basic English language writing skills for completion of payment processing, Guest checks and void paperwork on void transactions. Basic mathematical skills, including addition and subtraction, necessary to verify cash register functions and make change.



Seasonal Stock Crew Team Member Toys R Us (Job Number: 75495) Des Moines, IA
www.indeed.com Job Summary: The Off Hour Stock Clerk is responsible for maintaining a well-stocked appearance in the store which helps ensure the best customer experience is achieved. This individual will work closely with the Store Management team to ensure company standards are met during the stocking process. The hours for this shift are commonly early morning, however in certain locations or during holiday seasons, overnight shifts may be available. Qualifications Knowledge of shipping and receiving process in a Retail environment Ability to lift up to 25 pounds Ability to climb ladders, up to 12 feet Ability to multi task and prioritize projects

Seasonal Cashier Babies R Us (Job Number: 80599) Toys“R”Us Clive, IA www.indeed.com Job Summary: To operate cash registers in a store, process Guest payments, bag Guest goods, and do related work as required. Qualifications Ability to read price tag information, ability to read English language sufficient to read Guest checks, Guest identification and similar written materials. Basic English language writing skills for completion of payment processing, Guest checks and void paperwork on void transactions. Basic mathematical skills, including addition and subtraction, necessary to verify cash register functions and make change.

Seasonal Stock Crew Team Member Babies R Us (Job Number: 79449) Clive, IA
www.indeed.com Job Summary: The Off Hour Stock Clerk is responsible for maintaining a well-stocked appearance in the store which helps ensure the best customer experience is achieved. This individual will work closely with the Store Management team to ensure company standards are met during the stocking process. The hours for this shift are commonly early morning, however in certain locations or during holiday seasons, overnight shifts may be available. Qualifications Knowledge of shipping and receiving process in a Retail environment Ability to lift up to 25 pounds Ability to climb ladders, up to 12 feet Ability to multi task and prioritize projects

Seasonal Freight Associate (Overnight) Kohl’s Auto Req ID 37684BR Ankeny, IA
www.indeed.com Position Summary: Responsible for unloading, processing and stocking all incoming freight to the sales floor and stockroom areas. Processes and prepares receipts of fixtures and supplies. Replenishes merchandise to the sales floor from the stockroom. Assists in processing incoming/outgoing transfers and returns to vendor

Call Center Agent UnityPoint Health Des Moines, IA www.indeed.com Responsibilities: Answer the inbound telephone, applying knowledge and understanding of individual customer accounts to efficiently and effectively handle account balance inquiries, resolve account problems, billing disputes, and other issues as needed to provide quality customer service. Initiates and executes outbound calls with customers in an attempt to determine proper resolution of issues or payment arrangements for account balances. High school diploma or equivalent Prior experience in third party collection and or medical collections, and knowledge to industry terminology, principles and procedures is highly preferred One to two years of customer service call center or collections experience ACD multi line phone experience preferred.



Call Center Planning Analyst 1 Job ID Number: 5271087-10 Wells Fargo Des Moines, IA www.indeed.com The Call Center Planning Analyst 1 in Home Equity provides summary reporting and data analysis for Call Center volumes and productivity to maximize staffing and meet service level commitments. Develops site/regional schedule recommendations based on forecasting and other analysis performed. Required Qualifications 3+ years of call center planning and analysis experience 1+ year of statistical modeling experience

Dispatcher/Carrier Services Support Representative Express Logistics Waukee, IA www.indeed.com Primary Responsibilities: Call carriers to make sure they are on schedule and complete pickups and deliveries, Review, research and work with the carriers to communicate shipment issues, Provide accurate and timely reporting of issues, Handles additional responsibilities as directed This is a role within the Carrier Services Department; reporting to the Operations Manager. The position's hours are Monday –Friday 7:30 am – 4:30 pm.

Customer Service Representative Family Dollar (Job Number: CUS07633) Des Moines, IA www.indeed.com General Summary: As a Family Dollar Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise. Position Requirements: Education: Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned. Experience: Prefer experience working in retail, hotel, restaurant, grocery, or drug store environments

Clinical Assistant (JOB ID: 15980) UnityPoint Health Des Moines, IA www.indeed.com. Assist provider and other clinical staff with obtaining basic vital information preparing patient for examination, treatment and minor surgical procedures. Qualifications: Graduate of an accredited program for Medical Assistants. Current CME certification for Certified Medical Assistant and AAMA certification. Meets educational/competency requirements per policy. Previous clinical experience in a medical office preferred. Computer data entry experience. BLS and Mandatory Reporter certification.

Production Assistant Advance Services, Inc. - Des Moines, IA www.indeed.com Responsibilities: Support Crew Chief and other personnel, as needed Assist in prepping rooms for cleaning and perform end of day clean-up Responsible for cleaning, maintaining vehicles, equipment and warehouse and office area Experience: Construction experience with knowledge of remodeling Requirements: Bilingual in Spanish is a plus Valid driver's license Required education: High school or equivalent Required experience: Construction: 1 year

General Office Associate-307312 G&K Services Pleasant Hill, IA www.indeed.com JOB SUMMARY: Performs a variety of routine and specialized clerical duties and in house customer service support duties include but are not limited to generating and distributing standard and special request reports maintaining a large centralized file and retrieval system receiving and



processing mail ordering receiving and storing supplies ensuring delivery of requisitioned materials data entry and operating various office equipment machines Work is typically performed within specified deadlines EDUCATION REQUIREMENTS: High school graduation or equivalent WORK EXPERIENCE REQUIREMENTS: Minimum of two years of office experience required - Experience with a multi-line phone system Proficiency in data keypunching Computer literacy Word Excel e-mail Superior telephone skills Strong attention to detail SAP AS400 expertise a plus but not required

Assistant Office Manager Altoona Nursing & Rehabilitation Center Des Moines, IA www.indeed.com POSITION PURPOSE: The Business Office Assistant assists in maintaining complete and systematic records of the financial transactions and a variety of other business office duties.

Receiving Intern Part-time Kinzler Construction Services Ankeny, IA www.indeed.com receiving purchase orders for our distribution department and logging them into our internal database. Other administrative tasks including data entry, scanning and filing documents. Other clerical and administrative duties as assigned. This position will work 20 hours/week. Required skills, experience and talents: HS Diploma or GED Basic computer knowledge

Unit Clerk Outpatient Surgery Methodist (JOB ID: 16191) UnityPoint Health Des Moines, IA www.indeed.com Shift: 7:00AM-3:30PM Responsible for clerical work on the unit under the direction of the Registered Nurse. Successful performance contributes to a holistic approach to the delivery of services, improved patient care, and a high level of satisfaction from patients and families. High School graduate or actively pursuing high school diploma or GED. Customer service in a medical field or office preferred. Medical terminology needed. Must have experience with Microsoft Office, Excel and Word processing. Must also have previous experience with printing, faxing, and scanning. Writes, reads, comprehends and speaks fluent English.

Patisserie Clerk Hy-Vee, Inc. West Des Moines, IA www.indeed.com As Patisserie Clerk, this position will be responsible for preparing, baking, packaging, pricing, and merchandising pastries and pastry specialty products, reviewing daily orders, preparing & replenishing products in a prompt, efficient and friendly manner. 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 education preferred or equivalent combination of education, experience, and training

Night Auditor Front Desk Travelodge Des Moines - Des Moines, IA www.indeed.com must be able to work with and understand financial information and data, and basic arithmetic functions. Must be willing to cross train in other accounting or hotel-related areas. Must be able to prioritize job functions in order to meet deadlines. Perform guest services functions as required (i.e. check guests in/out, take reservations, we-up calls, etc.). Audit and reconcile financial and statistical reports. Required education: High school or equivalent



GM Dept. Clerk Hy-Vee, Inc. West Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Rotates, faces, and replenishes merchandise. Reviews department status and store displays for cleanliness, product quality and quantity. Education and Experience: No education requirement. Over six months to a year of related work experience preferred.

Press Packer Requisition Number 7237 Quad/Graphic Waukee, IA www.indeed.com. This is an entry level position. This person jogs, bundles and stacks printed signatures from discharge unit of printing press. This person also performs make-ready and clean-up duties as directed by the press operator. This position may also perform all duties associated with moving paper rolls to press from stock area and returning unused paper to stock area and loading reel stands with proper stock. This person also manages the reel stand waste, sig waste and quality control samples. During make-ready, this person will assist with hanging plates, and webbing up. Qualifications must be at least 18 years of age for full-time employment at time of hire. High school diploma or GED preferred. Ability to work well with others in a team environment. Must be able to read, write and speak English.

Shipping Clerk/Forklift Operator Remedy Intelligent Staffing Des Moines, IA www.indeed.com this is a temp-to-hire opportunity. Our client offers a positive work environment, excellent benefits, and a climate controlled environment Job Duties: Pick and Pack customers' orders with correct product in a timely fashion Exhibit care and concern when handing finished product Maintains a FIFO warehouse environment Recognizes errors in finished product before it reaches end customers Ship product as accurately and as fast as possible to get product to customer Process completed orders in system Hours are Monday-Friday 7:30am-4pm. Job Requirements and Qualifications Minimum High School diploma/equivalent required Ability to lift, move, carry and manipulate loads up to 45 pounds. Minimum 2 years' experience in a manufacturing/shipping environment Advanced knowledge of manufacturing principals and techniques Must pass strict criminal background check Must possess valid driver's license and reliable transportation Applications and interviews will be held in West Des Moines.

Warehouse/Order Picker Iowa Staffing - Ankeny, IA www.indeed.com Iowa Staffing is seeking a qualified candidate for a Warehouse/Order Selector position on the 1st shift. The normal hours are Monday-Friday 7 am-3:30 pm + overtime as assigned. The position entails working in warehouse and pulling product from the line. Pay is 12.00 an hour. Below are the requirements: Will need reliable transportation to the Northeast side of Des Moines and Ankeny (not on a bus line) At least 2 years recent order picking experience. Must have good communication skill heavy lifting required – up to 50 lbs. Must be able to pass a drug screen / background check.

Cashier job id 5999871 Target Ankeny, IA www.indeed.com Offering a fast checkout and genuine interaction with every guest by being friendly and respectful. Be empowered to make decisions and resolve guest concerns in a courteous, helpful manner Qualifications: Use excellent guest service skills. Strong work ethic and integrity. Inspired by the merchandise we



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

Sales Associate HCI Care Services and VNS of Iowa - Des Moines, IA Part-time PRN (as needed) Participates in the efficient and profitable day-to-day operations of The Giving Tree thrift store, by greeting and assisting customers and maintaining store orderliness, cleanliness and merchandise displays. Qualifications: High School diploma or equivalent Experience in a retail and/or thrift store environment preferred Ability to be self-motivated, work independently and multi-task Ability to work effectively with diverse populations Available to work store hours Monday through Saturday 9:00 am to 7:00 pm and work special events as needed Comfortable in driving store truck for donation pick-ups Must have valid Iowa driver's license, auto liability insurance and reliable transportation if driving is required Successful completion of pre-employment physical, drug screen, 2-step TB test and background check

Administrative Assistant 3 Job ID Number: 5271739-1 Wells Fargo West Des Moines, IA www.indeed.com The Administrative Assistant 3 will support a team of Lending Officers in the Home Preservation Department. Performs moderately complex to complex administrative tasks for a manager, department, and/or business unit. Duties include: compiling information and preparing moderately complex reports using appropriate software; balancing routine general ledger lines and/or expense accounts; assisting with personnel/payroll processing and record keeping; assisting, screening and/or selectively referring callers; answering questions regarding business unit policies and procedures. Required Qualifications 2+ years of administrative support experience Desired Qualifications Ability to handle confidential material in a professional manner Ability to interact with all levels of an organization Ability to work independently. Excellent verbal, written, and interpersonal communication skills Strong organizational, multi-tasking, and prioritizing skills Strong time management skills and ability to meet deadlines. Other Desired Qualifications Strong computer application skills to include: Word, Excel, PowerPoint, Outlook, Staff Management, Concur Travel & Expense System and Time Tracker 3+ years administrative experience supporting one or more managers

Grocery Team Member job id 5997880 Target Altoona, IA www.indeed.com Description: Provide fast, fun and friendly service. Maintain a clean, great-looking store. Train new team members. Qualifications: Learn new technology. Neatly arrange items on shelves. Move merchandise using proper equipment and techniques. Act quickly to resolve guest concerns. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment.

Teller Part Time Job ID Number: 5271712-1 Wells Fargo Des Moines, IA www.indeed.com Going the extra mile to greet customers, show them that we care, and make them feel welcome Asking questions to learn about their financial needs and, when the customer sees the value, introducing them to other Wells Fargo team members. Setting performance goals and working with your manager to increase your customer advocacy effectiveness through feedback and



coaching Processing between 20-25 customer transactions each hour with no mistakes through patience, attention to detail, and the ability to follow procedures. Accurately maintaining and balancing a cash drawer. Delivering upon customer needs for products such as safe deposit boxes, merchant/vault, ATM processing, bonds and coupons, foreign currency and night drop. Required Qualifications 1+ year of experience interacting with people or customers. Desired Qualifications: Ability to navigate multiple computer systems, applications, and utilize search tools to find information Basic Microsoft Office skills Customer service focus with the ability to stay positive in interactions with customers and team members Good communication skills including speaking clearly, succinctly, and accurately while using a pleasant tone and common conversational courtesies Experience achieving individual and team goals Cash handling experience selling products and services Experience working in a fast-paced environment Other Desired Qualifications Multilingual speakers are encouraged to apply

Assistant Store Manager/Sales White House Black Market West Des Moines, IA www.indeed.com FUNCTIONAL RESPONSIBILITIES: Supervises associates engaged in sales, inventory receipt, reconciling cash receipts, or in performing services for our customers Promotes customer service by ensuring associates are greeting and assisting customers; responds to customer inquiries and complaints in a professional and timely manner Performs basic operations activities including cash handling and reporting, price changes, merchandise handling, and open and closing duties. QUALIFICATIONS High School diploma or equivalent. Prior retail or sales management experience preferred Excellent communication, verbal, and written skills Proven excellent customer service skills with statistical track record in all areas of sales Strong organizational skills and ability to multi-task in a fast-paced environment. Strong leadership qualities, training and team building skills Knowledge of administrative aspects of store operations Required education: Associate Required experience: Retail Management: 1 year Management: 2 years

Barista and Cashier Twisted Bean Coffee Company Urbandale, IA www.indeed.com Twisted Bean Coffee Company is looking for a full time barista/cashier. Experience is preferred, but not necessarily required ~ willing to train the right candidate. Must possess excellent communication skills, have a positive/friendly attitude, a desire to provide outstanding customer service, and can work independently and in a team environment. The position includes making coffee drinks, customer service, and cash/credit transactions required education: High school or equivalent. Required experience: Customer Service: 1 year Barista: 1 year Cashier: 1 year Please reply with a resume and your schedule availability. No phone calls please. Additionally, please apply online at <http://www.twistedbean.com/careers.html>

Front Desk Associate Summerfield Hotel, LLC - West Des Moines, IA www.indeed.com Duties include, but are not limited to Check in/Check out guests, collecting payments, making reservations over the phone, providing best Customer Service, understand brand standards, coordinate with other staff members for smooth operations, attend to guest complaints, feedback and suggestions. Follow Security and Safety procedures. Should have basic working Knowledge of computer. Good Phone Skills, communicate with Guest and other staff members



in polite and friendly manner. Should have reliable transport. Required education: High school or equivalent

Supervisor Family Promise of Greater Des Moines Day Center– Weekday Primary duties include: Answering the Day Center telephone; setting up shelter interviews for prospective guests in conjunction with case manager and centralized intake staff; supervising the Day Center to insure guest safety and compliance with guidelines; protecting guest confidentiality at all times; assisting the Executive Director with completing periodic program reports and entering information into a donor database; and other duties as assigned. 7:00am - 3:00pm /Monday – Friday, one weekend day per month. \$12.00 per hour; non-exempt. Mail resume to: FPGD, 4114 Allison Ave., DSM, IA 50310 OR email resume to:jcain@familypromisedm.org. NO PHONE CALLS PLEASE.

Cleaners Molly Maids Ankeny, IA www.indeed.com Molly Maid of Ankeny is currently accepting applications for residential cleaners. Candidates need to be dependable and able to work Monday-Friday 8AM-5PM although you may get off earlier and other days you may have to work a little later especially around the holidays. After 30 days, you get paid holidays. After a year of employment you get paid vacation. You must be able to pass a background check. A valid driver's license and clean driving record are helpful but not required. We offer paid training. We provide uniforms. Must be a team player, have good customer service skills, like to have fun but work hard. Please apply in person at 6828 NE 14th St Ankeny, IA 50023.

Housekeeper/ Room Attendant Hampton Inn & Suites Downtown Des Moines - Des Moines, IA www.indeed.com The Hampton Inn & Suites Downtown Des Moines is currently hiring housekeepers! We are looking for a reliable and detail oriented candidate that is looking to start their career in the hospitality field. We have excellent opportunities for advancement through our organization! We are one of the fastest growing privately owned hotel companies in the country No previous experience required as full training will be provided. Days of work and number of rooms cleaned variable in accordance with business demands. Employees must be available to work weekdays and weekends.

Restoration Technician ServiceMaster by Rice - Clive, IA Provides emergency and disaster restoration/recovery services in residential and commercial customer sites. The Technician will often specialize in one or more areas of water and/or fire restoration, mold remediation, or carpet cleaning. Strong work ethic. This position is physically demanding. You must be able to perform the following with or without reasonable accommodation. Experience desired, but will train the right person. Required license or certification: Driver's License

Janitorial Worker Kimco Facility Services, LLC - Ankeny, IA www.indeed.com Full time retail janitorial person needed ASAP! Will be working Mornings with day off during the week. Benefits after 60 days. Please call Carol 515-414-9956 or respond with resume



Line Cook Applebee's Job number: 703344 Clive, IA www.indeed.com As a Line Cook, you will be responsible for completing all assigned prep work, setting up cook's station, maintaining product presentations, product quality, cook time standards and preparing all menu items according to Applebee's recipes, plate presentations and specifications. Duties of this position will include set up of equipment, verification of stock, the cleaning of cooking equipment, and preparing food items to specification while maintaining a clean work area.

Painter Apprentice Tradesmen International Urbandale, Iowa www.indeed.com Requirements: As an entry level Painter you will work under the direct supervision of a qualified Journeyman Painter learning to apply coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings, and other structures.

Concrete Laborer/ Finisher Tradesmen International Urbandale, Iowa www.indeed.com Tradesmen International, America's elite skilled labor force, is seeking highly motivated craft professionals to join our team. We are recognized internationally as a leading source for reliable, skilled craftsmen with thousands of employees serving the world's top contractors If you are a concrete laborer/ finisher with at least one year of experience and want to work alongside other craftsmen who emphasize safety, productivity and superior craftsmanship, this is your chance to advance your career. Requirements: Skilled and dependable concrete laborers/finishers for current and upcoming projects are preferred to have at least 1 year of experience in a construction environment.

Housekeeping VALUEPLACE - Ankeny, IA Part-time www.indeed.com Need a responsible person to do housekeeping in an extended stay hotel. Hours are Monday thru Friday and some week-ends. Average 25-30 hours a week. Must be detailed oriented and a team player. Required education: High school or equivalent

Housekeeping Homemakers Furniture Des Moines, IA www.indeed.com Job Responsibilities Full-time housekeepers are responsible for maintaining the cleanliness of the building's interior by performing various cleaning duties. Responsibilities include vacuuming, dusting, cleaning restrooms, break rooms and debris removal. Specific qualifications include: High school diploma or GED Ability to work weekends Understand the use of cleaning chemicals Maintain a high level of cleanliness of the store Work independently

Prep Cook/Cook Popcorn Heaven - Des Moines, IA www.indeed.com Follow all recipes with no variation to ensure Popcorn Heaven is always serving the highest quality products. Ensure product quality, freshness, and presentation meets the Popcorn Heaven standards. Must be at least 18 years of age Ability to communicate clearly and concisely, both verbally and in writing. Experience with food preparation in a fast-paced environment. Excellent professional references required education: High school or equivalent.

Temporary Mailroom Clerk Part-Time Des Moines Area Community College Ankeny, IA www.indeed.com Perform mail service work for the College. Essential Functions: Sort incoming



mail from the post office and campus centers for immediate distribution. Weigh mail and apply postage and dispatch all outgoing mail. Deliver and pick up mail from various DMACC campuses and centers. Keep accurate records of postage meter readings and request money as needed. Desired Qualifications Mail processing experience