



## Sample Job List Week November 7 – November 11

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

**Receptionist/Administrative Assistant** DEERY BROTHERS CHEVROLET - Pleasant Hill, IA [www.indeed.com](http://www.indeed.com) Deery Brothers Chevrolet is looking for a receptionist to fill our second shift and weekend position. Seeking 1 full time employee or 2 part time employees to split this shift. Hours would be approximately be 3:00-8:00pm Monday-Thursday, 3:00-6:00pm Friday, and 8:00am-6:00pm on Saturdays. Responsibilities include: Answering calls and transferring them to the appropriate party Greet and assist customers entering the dealership Administrative duties related to stocking in vehicles Other various administrative duties Qualifications: Excellent communication and interpersonal skills Excellent phone etiquette Ability to multi-task Professional appearance Positive attitude Very reliable.

**Box Office/Cashier** Part Time Cinemark West Des Moines, IA [www.indeed.com](http://www.indeed.com) Creates a welcome environment for Customers. Sells tickets to movies and special events. Provides movie and event information. Enforces film studio and theatre admission policies. Cleans and maintains the box office area. Responsible for security of cash and tickets. The Box Office Cashier may also be asked to double as the Concession Worker, Restaurant Worker, or Usher, as staffing needs require, and should, therefore, be able to perform the essential functions of those positions as well. Must be at least 16 years of age. Requires regular and consistent attendance. Available to work evening hours, weekends, and holidays.

**Program Assistant**- Overnights and on call as needed for all shifts Part-time Hawthorn Hill- New Directions Shelter - Des Moines, IA [www.indeed.com](http://www.indeed.com) Position purpose and basic functions: To oversee the proper function and operation of the delivery of quality client shelter services. Education and Experience High school diploma or GED required. College degree preferred. CPR, First Aid and Child Abuse Mandatory Reporting certification preferred. Minimum one year experience working in social services

**Usher** Part Time Cinemark West Des Moines, IA [www.indeed.com](http://www.indeed.com) Summary: Creates a welcome environment for Customers. Assists and directs Customers to their destination. Provides movie and theatre information. Ensures a quality listening and viewing experience. Implements auditorium management. Keeps theatre property clean and free of debris. Maintains order and prevents panic in a crisis. Ushers may be designated "Usher-B" (Booth Ushers) in theatres with 35mm projectors after proper training. The Usher may also be asked to double as the Box Office Cashier, Concession Worker, or Restaurant Worker, as staffing needs require.

**Cornerstone Administrative Assistant** Children & Families of Iowa Ankeny, IA CFI has a full-time opening for an Administrative Assistant. This position is responsible for providing administrative



support services to our Mental Health and Addiction Treatment facility, Cornerstone Recovery, located in Ankeny. Duties include maintaining filing systems, data entry, accepting payment and other general receptionist tasks. Experience with computer systems & the ability to operate related programs are necessary. Qualified candidates will be strong self-starters, who are customer service focused with an attention to detail and accuracy. The position hours are Monday-Thursday 9:30A-6:00P and Friday 8:00A-4:30P. Requirements: Associate's degree (A. A.) or equivalent from 2 year college or technical school; or 2 years related experience and/or training; or equivalent combination of education and experience.

**Night Operations, Customer Service Representative** PART-TIME: Worldwide Logistics  
Urbandale, IA [www.indeed.com](http://www.indeed.com) Hours are Sunday 11 PM – Monday 7 AM AND Wednesday 5 PM - Thursday 7 AM (Total 22 hrs/week) The Job Responsible for maintaining customer satisfaction after standard business hours. Role & Responsibilities Point of contact for customers regarding transportation after standard business hours Answer phone and email requests for status of transportation Handle customer requests to track and trace loads Must Have: Minimum of HS Diploma / GED with outbound call experience 1-3 years' customer service experience required Logistics or Supply Chain background preferred Computer literate, including Microsoft Office Suite Willing to learn Self-motivated, with the ability to work in a fast-paced environment Good attendance record

**Teller I** Central Bank West Des Moines, IA - Ashworth Branch [www.indeed.com](http://www.indeed.com) Essential job duties include, but are not limited to, processing transactions for savings accounts, checking accounts, and loans; cashing checks, selling money orders; processing night depository transactions; maintaining account records; assisting in preparation of reports, ordering supplies, typing letters and answering the telephone; may assume additional responsibilities of opening or closing the bank, providing assistance and guidance to less experienced teller staff and ensuring smooth operation of the work environment. Applicants should have a high school diploma or equivalent and/or 1-2 years of cash handling experience. The candidate must have practical mathematical skills, the interpersonal skills necessary to make a good first impression, identify customer needs and sell or refer the customer for other services, the ability to consistently perform teller transactions in an accurate and proficient manner during both light and heavy customer contact days, maintain a friendly, cheerful and courteous demeanor throughout the day, the ability to operate necessary office equipment to complete the duties listed above.

**Afternoon Receptionist** Part-Time KCCI-TV Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Responsibilities: Welcomes visitors by greeting them in person or on the telephone; answering and/or referring inquiries. Provides information to viewers in a professional manner. Directs visitors and maintains the employee and department directories; giving instructions. Maintains security by following procedures; monitoring guest logbook; issuing visitor badges. Maintains safe and clean reception area. Maintains continuity among departments by documenting and communicating actions. Contributes to team effort by accomplishing related results as needed. Coordinates the pick-up and delivery of express mail services and USPS mail.



Required Skills Excellent Communication Skills - whether in person or on the telephone. Customer Focus - professionalism in handling client inquiries/requests. Organization Skills - ability to handle pressure and multiple tasks. Prefer familiarity with the Cisco switchboard console. Microsoft Office and general computer skills. Education: College degree, or equivalent work experience Required Experience Previous Customer Service or Receptionist experience preferred

**Pharmacy Technician** - Non-Certified Part-time Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com) Provides prompt, efficient and friendly customer service. Assist pharmacists in the preparation and distribution of prescription medications. Licensed, through a national certification program, as a pharmacy technician. Education and Experience: High school diploma or equivalent. Working towards a licensed technician certification through a certified national program. Previous experience as a pharmacy technician or pharmacy clerk is preferred.

**Ticket Office Representative** (Part-time) Comcast-Spectacor Des Moines IA [www.indeed.com](http://www.indeed.com) Overview Ticket Office Representative is a part time, on call per event employee who is responsible for the processing and distribution of ticket sales in an accurate and timely manner at all Iowa Events Center facilities. Responsible for providing accurate information to the general public, addressing any concerns and is committed to superior customer service. Requirements: High school diploma or equivalent Prior sales, cash handling or customer service experience Ticketing sales experience highly desired Ability to work independently and as part of a team Must be able to communicate clearly and concisely in the English language, both orally and in writing Ability to safely and accurately handle and account for moderate sums of money Demonstrated ability to work under pressure and handle difficult situations with courtesy and tact when dealing with the public and promoters Excellent computer and data manipulation skills; including software such as Microsoft Office and intermediate to advanced Excel skills highly desired Knowledge of Paciolan highly desired. Must be available to work a flexible schedule including long hours, nights, weekends and holidays as needed

**Teller** Full-time First National Bank - Valley Junction Des Moines, IA [www.indeed.com](http://www.indeed.com) Provide outstanding customer service by processing a variety of transactions, by answering customer questions, and by cross-selling products and services Education & Experience Previous cash handling, customer service, and/or sales experience preferred. Knowledge, Skills & Abilities Basic computer literacy with knowledge of Microsoft Office (Word, Excel, Outlook).

**Route Driver** Speedee Delivery Service Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities of a Route Driver would include delivering packages to consignees at commercial and residential locations, providing good customer service, operating a commercial motor vehicle safely and in compliance with regulations, and picking up outbound freight at customer locations. Qualified individuals must be able to operate a commercial motor vehicle with a manual transmission, demonstrate good customer service skills and map reading abilities, have a good driving record and possess a valid driver's license, be at least 21 years of age, and be able to pass a DOT physical and drug screen. The lifting requirements for this position include lifting the average



package weight of between 10-20 pounds regularly and occasionally up to 100 pounds throughout the day.

**Busser** Part Time Granite City Food and Brewery, Inc. Clive, IA [www.indeed.com](http://www.indeed.com) As a busser with the company, it is your responsibility not only to uphold the restaurant's high standards of excellence, but also to actively contribute to the success of the operation each and every day of your career with us. Educational Requirements High School Education current or completed 1-2 years of work or related experience preferred but not required. Must be able to work a flexible schedule of nights, days, weekends and holidays

**Receiving Associate** - Part-Time Mills Fleet Farm Ankeny IA [www.indeed.com](http://www.indeed.com)  
Receiving Associates are primarily responsible for the receiving and processing of all merchandise transported to the store. They will be responsible for the facilitation of the storage and/or delivering of received merchandise to individual store departments, warehouses, or other storage locations. Requirements for this position are: Must be at least 18 years of age. Prior experience and/or training is preferred. Must be able to obtain a valid Mills Fleet Farm forklift license and be able and willing to operate forklifts in a safe manner at all times. Use of a forklift will require repetitive foot movements in order to manipulate the forklift controls. Able to add, subtract, multiply, and divide in all units of measure. Familiar with basic computer functions. Possess strong interpersonal and communication skills. Have a positive, friendly and outgoing personality. Desire to work with the public. Must be dependable, honest, courteous and self-motivated. Able to work a flexible schedule depending on business needs including nights, weekends, and holidays.

**Dockworker** Part-time FedEx Requisition ID: 25892-234044 Job ID: 416430BR Des Moines, Iowa [www.indeed.com](http://www.indeed.com) Transport freight across dock area to/from trailers for loading to trailers. Qualifications: High school diploma or equivalent, preferred must be at least 18 years of age Prior experience in warehousing, freight handling and/or fork lift operations preferred. If hostler/yard mule duties required, experience preferred

**Assembly/Production** ID2016-3610UrbandaleIAResponsibilities: This individual will assemble small parts and battery packs for franchise/manufacturing orders. They may also be cross-trained to work in other areas of the Fulfillment Center. What the person will do: Resistance welds, solders, and super glues small parts and battery packs Assembles and heat-shrinks small parts and battery packs Assists in facilitating other departments needs related to the Fulfillment Center. Assists with departmental reporting functions Provides backup support and trains other personnel as needed Qualifications: High school graduate Resistance welding, soldering and small parts assembly experience; technical battery knowledge preferable Excellent interpersonal and communication skills Excellent prioritization and organizational skills Attention to detail. Flexible, team player and positive attitude Strong analytical and decision making skills. Position requires excellent attendance Working knowledge of personal computer



**Online Personal Shopper** Part-time Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Personal Shopper, this position will allow you the opportunity to select “the best of the best” products for our online shoppers. The Personal Shopper will accurately select groceries ordered online by our customers, bag, pack, and load into the customer vehicle. Education and Experience: High School Diploma or equivalent preferred Equipment Used to Perform Job: Pallet jack, box cutter, cash registers, trash compactor, fork lift, calculator, telephone, intercom, cardboard compactor, copier, fax (within wage and hour guidelines).

**Receptionist**- Mercy Physical Med & Rehab- FT-2016-R0083016 [www.indeed.com](http://www.indeed.com) under direct supervision, Receptionist is responsible for performing a variety of general administrative support duties associated with the patient intake process and performs routine duties within the clinic. Qualifications Certifications High school diploma or equivalent required.

**Personal Banker 2** Job ID 5293240 Wells Fargo Urbandale, Iowa [www.indeed.com](http://www.indeed.com) The Personal Banker (SAFE) 2 builds long-term relationships with existing and new Wells Fargo high value customers, ensures retention, and provides excellent service in all customer interactions. The banker’s key responsibility is to identify customers' needs so that you can provide them with options that meet their needs and their financial objectives. Required Qualifications 1+ year of experience offering products and services to customers based on their needs 1+ year of experience assessing and meeting the needs of customers and/or solving customer problems 2+ years of financial industry experience Desired Qualifications 1+ year of financial lending experience Basic Microsoft Office skills Ability to meet or exceed performance objectives Experience interacting positively with unsatisfied customers Experience mentoring and peer-coaching others Good communication skills including speaking clearly, succinctly, and accurately while using a pleasant tone and common conversational courtesies Experience making work-related outbound phone calls

**K9 Handler** Springer Professional Home Services - Des Moines, IA [www.indeed.com](http://www.indeed.com) This position is for someone to be in charge of one of our bedbug detecting K9s. Due to an increase in workload we are adding another dog to our staff. This is a full time position and will require driving to and inspecting different structures for bedbugs. Provide the absolute highest quality service for new and existing customers. Company vehicle and paid training provided. May be required to travel out of state initially, for a week, to be trained and certified with your K9. Must be able to pass a drug test, background check. Required education: High school or equivalent Required license or certification: Driver's License

**Production Workers** Swan Packing Inc. - Des Moines, IA [www.indeed.com](http://www.indeed.com) We are a Des Moines based pork processing facility, and have various production positions open that may include: Processing/production Meat trimmers Whizard knife Quality assurance Packaging These positions require: Ability to work in a cold environment Meat production/packaging experience preferred Hours of production are 6:00 AM to 2:30 PM or longer depending on production needs, and occasional Saturdays Required experience: Manufacturing: 1 year Production: 1 year



**Stock Associate** Carter's OshKosh B'gosh West Des Moines, IA [www.indeed.com](http://www.indeed.com) the stock associate provides support for all aspects of shipping and receiving, stockroom organization, inventory control, and related housekeeping activities. The stock associate partners with the store team in execution of the replenishment process to ensure outstanding customer service and product placement. **KNOWLEDGE, SKILLS, AND ABILITIES** High school diploma or GED preferred. Minimum of 1-3 years of stock/logistics experience. Ability to communicate effectively with customers, team, and supervisor. Retail/specialty apparel knowledge and experience preferred. Ability to handle multiple tasks concurrently. Availability to meet the needs of the business that may include days, nights, weekends and holidays as scheduled. Scheduled working shifts from 3-8 hours in length (applicable state laws apply). Minimum number of hours is not guaranteed.

**Fabricator Service Partners** MBI West Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsible for the daily production of MBI products, machine maintenance, and daily cleanup of the machine. Directs the production staff to utilize resources for maximum production output. Monitors the quality of material as it runs thru the machine to ensure: correct tab positioning and alignment thereof, minimal splice lengths, wrinkles, and adhesive application rate, as well as ensuring proper tension, wind up, and roll lengths. Makes adjustments/corrections as necessary. Accountable for ensuring proper materials are being used per the production tickets and order. Verifies any special conditions on the order are met. Assist with the training of new employees to include the proper operation of the lamination machine (back up operators). Assists the Branch Manager and the Warehouse/MBI Supervisor as directed. **Required Skills** Good communication skills. Some mechanical experience preferred Warehouse and forklift experience helpful **Required Experience** High School Diploma or GED preferred Previous experience in warehouse environment Sufficient literacy to read and understand item code labels. Forklift certification is a plus

**Housekeeping** Part Time Part-time Journey Senior Living Ankeny, IA [www.indeed.com](http://www.indeed.com) Journey Senior Living in Ankeny, is looking for a Part Time Housekeeper with compassion to serve assisted living and memory care residents. Candidates must be customer service focused with organizational skills

**Housekeeper** Marriott Des Moines, IA [www.indeed.com](http://www.indeed.com) Remove trash, dirty linen, and room service items. Check that all appliances are present in the room and in working order. Straighten desk items, furniture, and appliances. Dust, polish, and remove marks from walls and furnishings. Vacuum carpets and perform floor care duties (e.g., in guest rooms and hallway). Respond promptly to requests from guests and other departments. Fill cart with supplies and transport cart to assigned area. Enter guest rooms following procedures for gaining access and ensuring vacancy before entering. Replace guest amenities and supplies in rooms. Replace dirty linens and terry with clean items. Make beds and fold terry. Clean bathrooms.



**Server** Joe's Crab Shack West Des Moines IA [www.indeed.com](http://www.indeed.com) The Server position is to work as a member of team which takes orders and serves food and beverages to Guests at tables in restaurant. Always aware of Guest satisfaction and delivering the perfect service experience. Ensure high quality of food and beverages to Guests. Minimum Requirements Must be of legal age to serve alcoholic beverages. (May vary by state) Must have all certifications and licenses as required by local Health Department and Alcoholic Beverage Commission statutes. Must have clear written and verbal communication skills. Must have the physical abilities to carry out the functions of the job description. Must be able to responsibly handle cash transactions. Must be able to consolidate and coordinate needs for all tables within their station. Must be able to carry food and beverages. Must be physically able to dance. Must be able to work in a team environment.

**Host** Joe's Crab Shack West Des Moines [www.indeed.com](http://www.indeed.com) The Greeter position is to work as a member of the team to keep the flow of the restaurant at a steady pace by directing Guests to tables and bar. Welcome Guests as they enter the restaurant, seat them at tables in time designated to them, and help ensure quality of product and service by regulating accurate time restrictions. Minimum Requirements Clear written, verbal, and phone communication skills. Must have the physical abilities to carry out the functions of the job description. Must be able to responsibly handle cash transactions. Must be physically able to dance. Must be able to work in a team environment.

**Dining Room Attendant** Part-time Marriott Des Moines, IA [www.indeed.com](http://www.indeed.com) Complete closing duties, including storing all reusable goods, breaking down goods, cleaning all equipment and areas, returning equipment to proper locations, locking refrigerators, restocking items, turning off lights, locking doors, and completing daily cleaning checklist. Set up, stock, and maintain work areas. Inspect the cleanliness and presentation of all china, glass, and silver prior to use. Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures

**Accounting Assistant** Choice Genetics - West Des Moines, IA [www.indeed.com](http://www.indeed.com) The Accounting Assistant will provide administrative support to the accounting department. Duties may include but are not limited to accounts receivable, accounts payable, purchasing and perform a range of clerical support functions. This is a great opportunity to gain knowledge in multiple areas of accounting. Job Requirements: Competency in MS Office Must be a team player. The ability to multi-task Well organized Attention to detail Customer Service Oriented Background with swine, farming or a related field is helpful but not required. Associates Degree in an accounting related field or equivalent years of experience is preferred for this position. Choice Genetics offers health, dental, vision, 401k and Cafeteria plans for full-time employees. Office hours are 7:30 am to 4:30 pm M-F, NO weekends.

**Health Insurance Billing Specialist** Lifespace Communities, Inc. - Des Moines, IA The Billing Specialist is responsible for billing functions for Lifespace Communities, Inc. This includes all aspects of the resident billing or health insurance claim processing and accounts receivable



functions. And here's what you need to apply: High school diploma or equivalency. Associates degree preferred. Skilled nursing, assisted living, or home health billing knowledge preferred. Coding and/or billing certification preferred. Three or more years' experience in private pay resident billing and collections and in private pay and insurance cash posting required. Three or more years' experience in health insurance claim submission (paper/electronic) and outstanding insurance follow-up and collection preferred. Ability to read, write and speak English sufficient to perform job duties and to interact and communicate with residents, vendors and team members.

**Test Administrator** Pearson West Des Moines, IA [www.indeed.com](http://www.indeed.com) Schedule Requirements: Our ideal candidate demonstrates flexibility and teamwork, with availability to work a variety of shifts any day Monday through Saturday between the hours of 7 am and 8 pm. The test center is open approximately 2-3 Saturdays a month. Schedules are available at least 2 weeks in advance. This is strictly a part-time position and will remain as such, 10-18 hours per week with an expectation to work more hours if needed. Qualifications: Minimum of 1 year customer service experience is preferred. High school diploma or equivalent is required. Strong communication skills are a must. Must be flexible in work hours and days. Beginner to intermediate experience in Microsoft Office (Word, Excel and Outlook)