



Sample Job List Week October 10 – October 14

***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. ***

Utility Person Dart www.ridedart.com Purpose of Position: The primary purpose of this position shall be to steam clean engines, transmissions, radiators and areas around the wheel wells on bus fleet. Secondary responsibilities will be to act as a substitute for the tire person and all building and grounds employees in their absence if longer than a week. Under general supervision, steam clean engines, transmissions, radiators and areas around the wheel wells on buses. Raise buses, trucks and other automotive vehicles using hydraulic jacks; unbolt wheels using air impact gun and hand tools; separate flat tire from wheel; locate puncture; remove foreign object causing puncture and patch with plug, inflate and reinstall on vehicle. Rotate tires on buses placing new tires on front and recapped tires on rear. Respond to road calls for tire failures. Cleans administrative offices and maintenance areas, storage barn, bus shelters, lawn care work and snow removal. Minimum Training & Experience required: Minimum Qualifications – Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Prior Experience: One-year experience performing tire work in a shop environment. Prior Education: High school diploma or equivalent Possession of a valid IOWA driver license is required. A drug test and pre-employment examination is required. Subject to random alcohol and drug testing

Front Office Coordinator/Receptionist Part-time East Village Chiropractic - Des Moines, IA www.indeed.com This person will be responsible for the managing the client experience at our office. From greeting them to the door, to collecting co-pays and rescheduling them for next time. It is a must that each client leaves with a smile. Common front office responsibilities will be needed as well; such as scheduling, answering the phones, managing the files and paper flow. Skills: People oriented. One should truly enjoy people of all backgrounds to apply. Attention to details. There are a lot of moving parts that will be managed, it is easy for things to slip. Experience: Previous office work or customer service is desired, but we do have flexibility.

Medical Receptionist/ Medical Administrative Assistant Full-Time/Part time Stadia Sports Medicine, P.C. - West Des Moines, IA www.indeed.com Job Description Acts as a healthcare representative utilizing positive public relations skills, attention to detail, and organizational skills, when attending to patients, colleagues and vendors. Provides phone, reception and clerical services in a clinic setting. Qualifications High school diploma or equivalency. One-year experience working with public. Phone skills and office experience preferred. Knowledge of Medical office practices and procedures, office equipment, medical terminology, data entry, health insurance provider's rules and regulations is a plus.



Business Office Assistant Altoona Nursing & Rehabilitation Center - Altoona, IA
www.indeed.com The Business Office Assistant assists in maintaining complete and systematic records of the financial transactions and a variety of other business office duties. ESSENTIAL FUNCTIONS OF POSTION: Address residents and their family members upon entering the business office. Enter data for new admits to the facility and update related documentation and reports. Answer incoming phone calls. Obtain signatures from resident for checks received. Take deposits to the bank. Verify insurance benefits on referrals to the facility and ongoing for current residents with changes. Update lists and reports for tracking purposes. Fax and/or scan documents, copy documents. Collect incoming mail, sort and distribute. Filing. Resident Trust Account

Fuel Station Clerk Part-time Hy-Vee, Inc. Ankeny, IA www.indeed.com Provides prompt, efficient and friendly customer service. Operates cash register accurately and scans product. Ensures cleanliness of store, quality and quantity of product, and tends to supply needs in the store and at the pumps. No education or experience requirements.

CarHop - Des Moines, IA www.indeed.com The Lot Assistant is responsible for supporting the pre-sale reconditioning process by inspecting incoming vehicles and coordinating any required service before the car is placed on the lot for sale. Vehicles will be inspected using a pre-established recon checklist, which includes acceptability for mechanical, safety and appearance standards. The Lot Assistant will be required to use personal judgment, skills and experience to determine, authorize and follow-up on needed repairs and, when necessary, work with approved repair shop personnel to complete the reconditioning effort. The Lot Assistant will track all activity relating to inventory in our computerized inventory system, and consistently update that system with vehicle location, activities (i.e. diagnostics, repairs performed, etc.) and status of vehicles and/or repairs. High School diploma or equivalent Minimum of 1+ years previous detailing or auto mechanics experience, Technical (auto) course work or skills are a plus. Basic knowledge of computer systems in a work setting Must successfully complete pre-employment criminal background & motor vehicle records inquiries, and results of those inquiries must be consistent with company standards

Collections Customer Service Representative Alorica Des Moines, IA www.indeed.com This is a collections position with a strong emphasis on customer service trying to resolve past-due accounts. Must have 6 months prior customer service/collections experience Must be able to pass a pre-employment background check and drug screen Candidates MUST have HS Diploma or GED

Rockstar Crew Member 1800gotjunk Urbandale, IA www.indeed.com Job description:
We are looking for a customer service/sales minded team member, who has outstanding sales and customer service experience to come in to hit the ground running. We are known for grooming employees into managers and are looking to hire a growth minded leader who will help our company continue to grow locally and nationally for many years. Requirements:
Valid Driver's License Have to love working outside Must be able to carry 50+ pounds



Stand for long periods of time Ability to work in a fast paced setting Ability to communicate well with clients Sales minded Must have previous experience working as a member of a team

Parts and Service Clerk Thermo King Sales and Service, Inc. - Des Moines, IA www.indeed.com
ROLE AND RESPONSIBILITIES The Parts & Service Clerk you will use their exceptional communication and customer service skills to support the parts counter and service technician parts needs. This is a 2nd shift position and the hours are from 4:00 pm — 12:30 am. Required experience: Counter Experience Preferred: 1 year

Customer Care Associate Aqua-Tots Swim Schools West Des Moines, IA www.indeed.com We are looking for FUN, ENERGETIC, and OUTGOING self-starters who enjoy working with the public, especially children! Ideal candidates will possess a natural ability to talk with customers, help them in any way possible, always have a smile, the ability to explain things in professional, fun manner Has the ability to multi task at all times, answering multi phone lines, this is a FAST pace, interactive position in which you are on your feet and attention to detail is a must.

General Laborer/Laborer Temporary All American Turf Beauty - West Des Moines, IA www.indeed.com All American Turf Beauty has immediate openings to work in lawn maintenance and holiday lighting. Starting pay is \$13.00 per hour plus incentives for qualifying positions. Qualified individuals must have a valid driver's license and pass a pre-employment drug screen. No experience necessary, we will train.

Cleaning Part-Time Midwest Janitorial Service, Inc. Ankeny, IA www.indeed.com Midwest Janitorial Service is looking to hire part time positions for evening and weekend cleaning in Ankeny. Work 2-5 days per week. \$10.00/hr. Positions will require general cleaning, sweeping, mopping. Additionally, restroom cleaning, windows and trash removal is required. Must be able to bend, twist, squat, lift 20lbs and be on feet for entire shift. Must pass background and have reliable transportation.

Cashier Part-time Murphy Oil Ankeny, IA www.indeed.com RESPONSIBILITIES: Providing a prompt, efficient, and courteous customer experience. Responding and resolving customer's requests and concerns. Assisting customers with purchases and fuel transactions. Operating cash register. Restocking merchandise. REQUIREMENTS: Must be 18+ Years of age, 19 in Alabama and 21 in Illinois. Excellent customer service skills, communication skills, and a happy attitude are essential. Cash Handling Skills. Must be able to perform repeated bending, standing, and reaching. Must be able to occasionally lift up to 50 pounds.

Administrative Assistant Job Number: 1600763 MidAmerican Energy Company www.indeed.com The administrative assistant provides general administrative and clerical support to a department or group of professionals in an effort to achieve departmental and corporate goals and objectives. Responsibilities include independently researching a wide variety of information requests, composing routine correspondence, issuing regular reports following established procedures; collecting, summarizing and assembling charts, graphs and



tables. The position involves contact with the public, vendors, management and co-workers. Qualifications: High school diploma or high school equivalency. Associate's degree in business or related major preferred. A minimum of two years of experience in an administrative/secretarial role.

Support – Seasonal Scheels Des Moines, IA www.indeed.com. SCHEELS is currently seeking SEASONAL FLOOR SUPPORT for our Des Moines, Iowa location. This individual is responsible for making sure the store is straightened, organized and maintained to SCHEELS' housekeeping standards, including retrieving freight, displaying merchandise, organizing hangers, bagging at registers and providing assistance to fellow associates and customers. This position will represent SCHEELS in a friendly, courteous, and knowledgeable manner to our customers and their team members. Schedule of this position requires evening, weekend and holiday availability. Requirements: Must be 16 years of age or older Ability to be organized, multi-task, and maintain all aspects of support excellent written and verbal communication skills Ability to complete basic mathematical equations. With or without accommodations, be able to sit, and /or stand, for extended periods of time. Extensive use of hands, arms, and legs for lifting and transporting product and freight. Ability to work independently and with the team Exercise judgment and tact and be able to effectively work with all levels within the organization Able to lift or move up to 100 pounds. Ability to work assigned scheduled which may include varied hours, evening, weekends, and holidays

Visitor Services Assistant Part-Time Des Moines Art Center - Des Moines, IA www.indeed.com
Essential Functions Generates excitement about and interest in the Art Center by providing visitor information on the Art Center, its programs and activities, its hours, and directions to public areas. Actively sells Art Center memberships and classes to attendees while also assisting current members with renewals and upgrades and updates Altru database accurately. Cultivates and promotes good public relations. Provides excellent customer service to visitors over the phone and in person. Maintains lost and found. Works closely with security personnel to maintain security checks for visitor parcels, i.e., packages, backpacks, cameras, coats, umbrellas, and beverages Organizes work space and maintains current information in brochure stands, kiosks, cupboards and information binder. Qualifications (work experience, education, certification) including KSAOs Good attitude and willingness to work in a confined space for the majority of the work day Ability to express oneself clearly and concisely both orally and in writing Ability to work independently Strong customer service skills and the ability to appropriately diffuse angry or upset visitors Knowledge of Microsoft Office programs and the internet Experience in sales and customer service preferred Experience with fundraising databases preferred Must have reliable transportation to and from work

Intake Specialist Trainer (Medical Equipment) PeopleNTech LLC - Des Moines, IA www.indeed.com
Position Summary: Under the direction of the Supervisor, Patient Care Management functions in the intake area. Responsible for intake specialist duties, Durable Medical Equipment responsibilities, as well as assisting with the orientation and training of intake specialists. Required Skills: High School Diploma Required some college courses highly



desired General office or customer service experience. Required 1 year Work experience in healthcare setting utilizing medical terminology. Highly desired required experience: General Office or Customer Service: 1 year Medical equipment or DME (Durable Medical Equipment): 1 year.

Cash Vault Teller Rochester Armored Car Des Moines, IA www.indeed.com You will be responsible for the preparation of deliveries for ATM machines; deposit verification and preparing currency orders for financial institutions. You will receive on-the-job training with an experienced Cash Teller. **JOB REQUIREMENTS** Bank Teller, Casino or similar experience helpful but not required. Previous experience preparing change orders/deposits helpful but not required. Ability to stand for extended periods of time must communicate with customers and co-workers. Unrestricted wrist, hand and finger dexterity At least 21 years of age Honesty and integrity a must

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

Outbound Supervisor Dohrn Transfer Company Ankeny, IA www.indeed.com Essential duties: Responsible for the loading and unloading of freight according to DOT requirements, using hand truck, dolly, forklift, or by hand Responsible for the sorting and securing of items in position on trailers according to DOT requirements, to prevent damage. Daily process all paperwork and reports associated with the execution of the job Communicate with other terminals, central dispatch, the corporate office, and the next shift dock personnel to pass along pertinent information Supervise and motivate employees while leading by example. Enforce Company policies and procedures Prioritize work load to ensure deadlines are met. Assist with office clerical functions when needed Work in a safe, professional manner to reduce personal risks and risks to fellow employees Comply with Federal, State, and Company Regulations Work in a positive, supportive, and cooperative way at all times Work flexible shifts based on operational needs perform other duties as needed **MINIMUM REQUIREMENTS** A minimum age of 18 must pass a NON-Department of Transportation (DOT) physical examination and functional screen. Must consent to a pre-employment drug screen. Dohrn Transfer must receive a negative result. Must have the ability to read and write the English language and also perform simple mathematical calculations. Must be able to lift 50 lbs. on a frequent basis and 100+ lbs. on an infrequent basis. Must consent to a ten-year check on work history. Any gap of 30 days or more must be indicated and explained, and you may be asked to provide documentation. Discrepancies may prevent your application from being processed or withdrawal of the job offer. Fork-lift experience Basic computer skills Detail-oriented.



Supervisory experience preferred Problem solver, self-motivated Ability to work in a team as well as individually excellent attendance.

Resident Concierge Representative PT to FT Valley View Village Des Moines, IA.

www.indeed.com Job Description Assist with transport of wheelchair bound residents. Assist in the dining room other duties as requested Skills / Requirements Must be at least 16 years of age Able to provide friendly customer service to residents and families. Able to conduct self in a professional manner during times of increased stress related to an increase in resident or family demands.

Administrative Assistant Good Life RV Des Moines, IA www.indeed.com Good Life RV is searching for high energy, positive, motivated Administrative Assistant to join our rapidly growing business. Applicants must be confident, up-beat, willing to work hard and have a strong desire to succeed. Job Responsibilities: Provide professional and comprehensive support, including organizing, prioritizing, filing and scheduling Manage and track schedules Process expense reports Interface with management Handle highly sensitive and confidential documentation and information and maintain a strict degree of confidentiality at all times Good customer awareness and recognition skills. Direct all establishment visitors Responsible for answering all incoming calls in a professional manner Forward telephone inquiries to the appropriate staff members or departments Accounts Payable Verify all purchase orders and invoices to insure accuracy perform other miscellaneous duties as assigned. Qualifications: High School Diploma or equivalent a must Excellent verbal and written communication skills Have strong motivational skills and ability to work independently Must have professional appearance and demeanor Provide excellent customer service Basic computer skills Close attention to details Excellent organizational skills

Senior Mail Clerk - SS Job ID: 42514 nationwide Des Moines, IA www.indeed.com Job Summary: With limited supervision, receives and processes incoming and outgoing mail including trackable packages for distribution to meet defined Service Level Agreements. With limited supervision, routes and delivers mail by organization, department, floor, building, location or individual as instructed. Minimum Requirements: Education: High school diploma or equivalent. License/Certification/Designation: None. Experience: Two years of mailroom operations experience preferred.

Patient Access Representative Full Time Days Job ID 1605049486 Mercy Hospital Des Moines, IA JOB SUMMARY Responsible for duties in support of departmental efficiencies which may include: but not limited to performing scheduling, registration, patient pre-admission and admission, reception and discharge functions. Must obtain complete and accurate patient demographic information. Patient Access representatives also must employ proper, compliant patient liability collection techniques before, during & after date of service. Essential Duties and responsibilities: include the following. Others may be assigned. Greeting customers following Conifer Standards of Care, provides world-class customer service, completes full patient registration at date of service, adheres to financial & cash control policies



& procedures, thoroughly explains and secures Hospital & patient legal forms (i.e., Advance Directives, Conditions of services, Consent for treatment, Important Message from Medicare, EMTALA, etc.). Scan Protected Health Information, create and file patient information packets/folders for upcoming Hospital services. May also assist with scheduling diagnostic procedures (enters data in scheduling system, provide customer with appointment instructions, other tasks as needed). Educates patients about patient financial liabilities, employs proper, compliant patient liability collection techniques before, during & after date of service, performs Hospital cash reconciliation & secured payment entry in adherence to financial & cash control policies & procedures. Secures medical necessity checks/verification in accordance to Centers for Medicare & Medicaid services, verifies insurance, benefits, coverage & eligibility, completes assigned registration financial clearance work lists activities, obtains insurance authorizations for scheduled & unscheduled Hospital services, and secures inpatient visit notification to payors. May also assist with scheduling and coordinating post discharge care for patients. KNOWLEDGE, SKILLS, ABILITIES Minimum typing skills of 35 wpm Demonstrated working knowledge of PC/CRT/printer Knowledge of function and relationships within a hospital environment preferred Customer service skills and experience

Cashier job id 6098873 Target Urbandale, IA www.indeed.com Description: Offering a fast checkout and genuine interaction with every guest by being friendly and respectful. Quickly and accurately scan and bag all items, handles money and collect payments. Target merchandise discount. Competitive pay. Flexible scheduling. 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.

Gas Technician, may accept apprentice Job Number: 1600677 MidAmerican Energy Company Des Moines IA www.indeed.com Qualifications Must have at least three years' experience with installation, maintenance, repairs and conversion of gas equipment and appliances. Experience locating underground facilities preferred. Valid driver's license with a good driving record required. Must successfully complete the written and hands on testing process prior to being considered for interviews. (Not all candidates will be selected for testing.) Pre-employment background check, physical and drug screen is required. Class A combination CDL with air brakes required within 30 days from starting in the position. DOT medical card required Pipeline/Highway Alcohol and Drug Testing

Security Officer Per Mar Security Services Des Moines, IA www.indeed.com The ideal candidate will be flexible with scheduling, be dependable, have excellent customer service skills, have great oral and written communication skills, and have a positive attitude. Job Summary: Security Officers serve as a safeguard to the client's premises and a customer service representative, providing escort for vendors and visitors, conducting foot patrols, restricting access as required, and providing general security for the facility. Stand guard at security officer post, directing visitors, issuing access badges, and providing escorts as necessary. Log visitor



data and other basic reports in security computer system. Conduct foot patrols in accordance with post orders. Respond to alarms and emergencies as directed in post orders. Look for and report potential safety hazards. Education and/or Experience: High School Diploma or GED is required, be at least 18 years of age, and be able to pass a background check and drug screen. Technical training or college education in related field is preferred. Previous experience as a security officer is preferred.

Entry-Level Leasing Agent Professional Property Management, Inc. - West Des Moines, IA www.indeed.com Summary of Position This full-time position will lease apartments to prospective residents based on their wants and needs by answering leasing calls, showing apartments and assisting with all required paperwork. Hours of work: 9AM-6PM Monday-Friday; Saturday 9AM-3PM. Leasing staff who work Saturday are given one week day off. Essential Duties and Responsibilities Understand and demonstrate proper selling skills in a fast-paced work environment. Ability to provide top-notch customer service. Show and lease apartments for a large apartment complex. Answer leasing calls. Collect rent payments, application fees, security deposit, etc. Rotating on-call responsibilities. Other duties as assigned. Requirements Two (2) years' sales including customer service experience preferred. Prior experience with multi-family housing helpful, but not required. Must have excellent verbal and written communication skills. Basic computer skills, including MS Office experience. Yardi software experience helpful, but not required. Must have a reliable means of transportation, valid drivers' license and vehicle insurance. Clean background and driving record. Pre-employment drug screen required.

Cheese Specialist Hy-Vee, Inc. West Des Moines, IA www.indeed.com As a Cheese Specialist, this position will be responsible for filling customer orders, handling food in a safe manner, ordering and receiving products, making sure orders are correct, and labeling, dating, and putting product away Education and Experience: High school or equivalent experience with Food Safety Certification and completed on-line cheese training. Six months or more of similar or related experience.

Kitchen Assistant Manager Hy-Vee, Inc. Ankeny, IA www.indeed.com As an Assistant Kitchen Manager, this position will be responsible for assisting Department Manager to present the freshest most innovative and best quality products at a competitive retail price to customers. Education and Experience: High school or equivalent experience with Sanitation (Food Safety) courses encouraged and one year of similar or related experience.

Certified Nurse Assistant (CNA) Polk City Nursing and Rehabilitation Center Des Moines, IA www.indeed.com Education/Requirements: Ability to communicate with residents and nursing staff. Ability to speak, read, and write English. Prior experience as LTC nursing assistant preferred or equivalent combination of education and experience. Successful completion of State Approved Nursing Assistant Training and Competency Evaluation Program. Good standing in the state registry is required.



Bus Person Perkins Restaurants Altoona IA www.indeed.com Summary of Positions: Provides friendly and efficient service to guests according to company policies, procedures, programs and performance standards. Performs all duties to maximize guest satisfaction and a quality work environment as directed by the Manager on Duty.

Fitting Room Attendant Requisition ID: 035-1076623 Burlington Stores, Inc Des Moines, IA www.indeed.com Responsibilities: Assisting customers in locating merchandise when needed Assisting in floor moves, merchandising, display maintenance, and housekeeping Assisting in ringing up sales at registers and/or bagging merchandise Performing other tasks as assigned by manager from time-to-time Candidates must be able to work a flexible schedule; including nights, weekends and holidays as required.

Warehouse Associate Power Distributors Ankeny, IA www.indeed.com Job Description: Process orders for daily delivery through the orderly receipt, picking and loading of product. Maintains the warehouse in a safe and sanitary manner. Education & Experience A high school diploma/GED or equivalent in experience is required.

Stockroom Associate Part-Time Gordmans Des Moines, IA www.indeed.com This position is responsible for unloading trucks, opening boxes and distributing merchandise to the appropriate areas to ensure an efficient flow of goods through the stockroom. This position is a part-time role with a schedule that will vary, but will not generally exceed 25 hours per week High School Diploma preferred. Prior stockroom experience preferred.

Ticket Office Rep - Wells Fargo Arena Part-time Iowa Events Center / Spectra Venue Management - Des Moines, IA www.indeed.com Job Summary: This is an 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. QUALIFICATIONS: High School diploma or equivalent. Prior sales and customer service experience; ticketing sales helpful but not necessary

Dishwasher / General Utility Applebee's Des Moines IA www.indeed.com Job Description As a Dishwasher General Utility, you will be responsible for maintaining kitchen work areas, equipment, plate ware and utensils in a clean, sanitary and orderly condition while assisting in food preparation procedures.

Catering Famous Dave's of America, Inc. Des Moines, IA www.indeed.com Job Description Assists in the preparation, tear down, and cleanup of all food and service items need for deliveries and catered events in a timely fashion. Coordinates and set-ups and deliveries. Confirms order details and timing. Serves and suggestively sells drinks, appetizers, entrees and desserts in an outgoing, friendly and timely manner so as to "WOW" our Guests. Ensures catering and delivery orders are accurate. Positively represents the Famous Dave's brand. Performs side duties including, but not limited to, answering the phone, bussing tables, washing



dishes, cleaning work stations, rolling silverware, expediting orders or running food. Maintains regular and consistent attendance and punctuality. Requirements Education: High School graduate or equivalent preferred Experience: Previous server or restaurant experience preferred

Laborer McAninch Corporation Des Moines, IA www.indeed.com Job Description

Laborers may be skilled or unskilled workers with duties as varied as clearing timber and brush, removing demolished materials from a job site, placing and vibrating concrete, landscaping, installing pipe, handling the materials for other trades workers or using explosives to demolish buildings. Laborers are needed on all types of construction projects such as highways, bridges, tunnels, large buildings, sanitation, and residential and perform work for the duration of the project. A laborer must know how to work with his or her hands and with power tools run by gasoline, electricity and compressed air. Other tools used include pavement breakers, rammers, pumps, compressors, lasers and vibrators. Wages/Benefits McAninch Corporation is a Union Employer. Starting Journeyman wage for 2016 is 19.58 per hour. McAninch also pays for all benefits including pension and health insurance as provided for by the Local 353 Laborers. Overtime is paid after 40 hours per week and employees are paid weekly on every Friday. These positions become available as we acquire projects so we will keep your application on file if no positions are currently available.

Warehouse Worker Lineage Logistics Central Midwest Des Moines, IA www.indeed.com

As a general Warehouse Worker, you will receive, store, and accurately distribute material, equipment, and products in the facility within the time scheduled and the output parameters required. This is an active role that requires you work on multiple projects at once. Our success depends on your ability to deliver in a safe, accurate and timely manner! Basic Qualifications: Must be able to lift 50lbs without assistance Minimum of H.S./GED Diploma Must be willing and able to work weekends Must be willing to work in cold environment (company provides all necessary gear) Must be able and willing to complete a pre-employment basic math skills test. Must be able and willing to complete a pre-employment background check and drug screen

Material Handler/Forklift Operator Dee Zee, Inc. - Des Moines, IA www.indeed.com Position

Summary- powered industrial vehicles such as lift trucks, high lifts, internal combustion or electric. Staging of baskets at machines and moving of WIP throughout buildings. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Position Qualifications: Education: High School Graduate, GED, or HSDE preferred Experience: Six months to one year related experience Computer Skills: Must demonstrate computer literacy Certificates & Licenses: Valid Driver's License required; must pass written and driving test for fork lift certification Required license or certification: Valid Driver's License



Night Stocker Hy-Vee, Inc. Des Moines, IA www.indeed.com Unloads product, opens containers, stocks shelves, and rotates product where necessary. Education and Experience: High school or equivalent experience. Six months or less of similar or related work experience.

Customer Service Representative 2nd Shift Lineage Logistics Central Midwest Des Moines, IA www.indeed.com Position Summary: The Customer Service Representative is a critical position to our team's success. This position works with our customers on a daily basis, educating them on our processes and procedures to meet their needs. The CSR navigates internal departments to deliver on business needs and requests. In addition, the CSR responds to customer inquiries and handles complaints, issues, and concerns, in a prompt, courteous, and effective manner. Basic Qualifications: Associates Degree or equivalent work experience. Excellent and effective communication and time management skills. One-year experience in a warehouse, manufacturing or transportation environment Knowledge in SAP and/or Warehouse Management System a bonus Demonstrate a positive attitude while proactively handling client issues. Demonstrate effective communication skills by conveying necessary information accurately, listening effectively and asking questions when clarification is needed. Ability to plan and organize. Disciplined self-starter. Superior problem solving skills. Ability to establish and maintain positive relationships with customer and team members. Strong work ethic and thinking abilities. Proven ability to use basic mathematical skills. Available to work occasional to frequent overtime. Could possibly include a Saturday or Sunday on rare occasions. Ability to read and take direction in English Strong computer skills with word and excel.

Auditor 2nd Shift Lineage Logistics Central Midwest Des Moines, IA www.indeed.com The Auditor/Checker examines and records materials transported by truck or rail to or from site by performing the following duties by performing the following duties. Basic Qualifications: 18 years or older High school diploma or general education degree (GED); Proven ability to use basic mathematical skills Available to work occasional to frequent overtime Ability to read and take direction in English Ability to lift up to 50 pounds with our without reasonable assistance Available to work occasional to frequent overtime Ability to operate manual and electric material handling equipment such as hand jacks. Must be willing and able to frequently push, pull, kneel, bend and reach Ability to communicate with supervisors, associates, and forklift operators.

Stand-Up Forklift Operator 1st and 2nd shift openings Lineage Logistics Central Midwest Des Moines, IA As a Stand-Up Forklift Operator with Lineage, you will drive electric powered industrial trucks with lifting devices for Stand-Up Forklifts to move products, equipment, and materials. As the ideal candidate you are comfortable learning and working with other machinery and material handling equipment as well. This is a fast paced active role in a busy distribution center. Our success depends on your ability to work in a safe, accurate and timely manner. Requirements: 1 year of experience on stand-up forklift Minimum of H.S./GED Diploma. Must be willing and able to work weekends Must be willing to work in cold environment (company provides all necessary gear) Must be able and willing to complete a pre-



employment basic math skills test Must be able and willing to complete a pre-employment background check and drug screen