



Sample Job List Week October 17 – October 21

***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. ***

Administrative Assistant 3 Job ID 5286265 Wells Fargo West Des Moines, Iowa
www.indeed.com The CLG team includes Home Lending, Consumer Credit Card, Personal Loans and Lines, Direct Auto, Dealer Services, Commercial Auto, Retail Services and Education Financial Services including the professional services teams that partner with these businesses - Human Resources, Finance, Credit Risk, and Compliance & Operational Risk. Performs moderately complex to complex administrative tasks for a manager, department, and/or business unit. Required Qualifications 2+ years of administrative support experience Desired Qualifications Ability to handle confidential material in a professional manner Ability to interact with integrity and a high level of professionalism with all levels of team members and management= Ability to manage changing travel itineraries, accurately manage expense reimbursement, manage a busy calendar and appointments flawlessly Ability to work effectively in a team environment Excellent verbal, written, and interpersonal communication skills Intermediate Microsoft Office (Word, Excel, Outlook, and PowerPoint) skills Strong organizational, multi-tasking, and prioritizing skills

Front Desk Clerk/Receptionist Part-time Microtel Inn & Suites Urbandale - Urbandale, IA
www.indeed.com Needing a 25 to 30 hours Front Desk clerk mainly 3-11 shift. Experience is a plus but not needed. Greets, registers, suggestively sells rooms, issues room keys, assigns rooms to guests and sets wake up calls in a efficient, warm and friendly manner. Ensures guest safety by following established security procedures including fire/tornado procedures, key security and guest privacy. Records and communicates guest special requests and problems to appropriate department and ensures they are addressed in a timely and acceptable manner. Answers inquiries pertaining to hotel services; registration of guests; and local attractions and provides travel directions. Accurately checks out guests and communicates departures with housekeeping staff. Accurately computes bill, collects payment, makes change for guests Makes, confirms and cancels reservations via telephone, computer and in writing. Answers and routes internal and external phone calls in an articulate, friendly manner using prescribed procedures. Posts charges such as room, and misc. charges to ledger Maintains the shift-to-shift log accurately to ensure proper communication between shifts is maintained. Maintains the cleanliness and organization of the hotel lobby and front desk area. Required education: High school or equivalent Required experience: Customer Service: 1 year Required language: English Required license or certification: Driver's License



Front Desk Receptionist Part-time Fitness World West - West Des Moines, IA www.indeed.com
Must be an outgoing hard worker, reliable and able to work evenings and weekends. Have good customer service skills and work with our members. Very rewarding job and work in a healthy and happy environment. Required education: High school or equivalent. Required experience: Customer Service: 1 year

Receptionist/Administrative Assistant Iowa-Nebraska Equipment Dealers Association - Johnston, IA www.indeed.com This individual's primary responsibilities include handling incoming calls and visitors, while performing various other administrative duties. Responsibilities within the company will be added to this position with room for continued experience and growth. Core Capabilities Excellent typing/writing skills and the ability to: Manage the reception area to ensure effective telephone and mail communications, both internally and externally, by answering/disseminating calls, greeting visitors and opening/distributing mail Coordinate contract processing and related activities for the Nebraska Power Farming Show and distribute information/communicate with exhibitors as needed. Process Association members' form and supply orders Distribute information to members, manage various spreadsheets and oversee other administrative tasks and duties as needed/assigned Skills of top candidates Minimum 3 year relevant, office experience. Good technical/system aptitude and eagerness to learn new systems/technologies. Experience with Microsoft Office and Adobe Acrobat Excellent customer service skills. Good planning and organizational skills Well-developed interpersonal and communication skills

Homecare - Personal Care Assistant ABCM Corporation Indianola, IA www.indeed.com Under the supervision of the Homecare Staff Coordinator, carries out the services provided in the ABCM Healthy Living Homecare program by serving clients in a kind, caring and efficient manner. Qualification: High School diploma or equivalent, must have a valid driver's license, with proof of current vehicle insurance and outstanding customer service skills. Certified nursing assistants preferred. All positions: Must be free from communicable diseases. Recommend immunizations be current in accordance to recommendations by CDC (unless contraindicated due to allergy), or natural immunity acquired by illness with specific disease. Must pass criminal background and abuse registry checks and be eligible for unrestricted employment.

Kitchen Helper Part-time Hy-Vee, Inc West Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Ensures the cleanliness of the department. Education and Experience: No education requirement. Six months or less of similar or related work experience.

Pharmacy Technician - Non-Certified Part-time Hy-Vee Des Moines, IA www.indeed.com
Primary Duties and Responsibilities: Provides prompt, efficient and friendly customer service by exhibiting caring, concern and patience in all customer interactions and treating customers as the most important people in the store 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.

Stocker Hy-Vee Ankeny, IA www.indeed.com General Function: Provides prompt, efficient and friendly customer service. 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

Cheese Specialist Part-time Hy-Vee, Inc. Urbandale, 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.

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

Housekeeping Attendant Part-time VALUEPLACE - Ankeny, IA www.indeed.com Looking for an responsible person to do housekeeping in an extended stay hotel. Hours vary and some weekends are needed. Must be a team player and a self-starter required education: High school or equivalent

Cleaner, Housekeeping Kimco Facility Services, LLC - Ankeny, IA www.indeed.com Retail Cleaning at 2 different retail locations. One will be during the day, and the other is 2 hours a night while the store is closed, 6 or 7 nights a week. (Your preference). They are very close together. Some type of cleaning experience is preferred but will train the right person with the right attitude. Required experience: Cleaning: 1 year

Room/Laundry Attendant 16-586 Part Time Prairie Meadows Racetrack and Casino, Inc. Altoona, IA www.indeed.com 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 rooms heating/cooling equipment to proper settings. Inspect guest rooms for maintenance needs and report. Qualifications 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.

Service Meat Clerk Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com 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.

Culinary Server Part-time Lifespace Communities, Inc. - Des Moines, IA www.indeed.com The shift that we are currently seeking is variety of shifts. The Culinary Server serves meals and beverages to residents and guests of the culinary venues, catered functions, and special events. The Culinary Server assists in creating an extraordinary culinary experience for residents and guests No educational requirement. Must have ability to perform basic arithmetic, understand measurements and follow written and oral instructions. No experience required. A willingness to learn is needed. Ability to read, write and speak English sufficient to perform job duties and to interact and communicate with residents, vendors and team members.

Station Agent (Airport Customer Service & Ramp) Part-Time Envoy Air Des Moines, IA www.indeed.com Station Agents work above the wing providing outstanding customer service to every passenger and below the wing ensuring planes are loaded properly and handled with care. Are you prepared to keep us running efficiently and on-time? Must be 18 years of age with a high school diploma or equivalent. Must have a valid state driver's license and be available to work a variety of rotating shifts including days, nights, holidays, and weekends.

Client Support Representative II First American Bank - Clive, IA www.indeed.com summary: Performs duties related to Client Support in a timely and efficient manner in order to meet or exceed productivity standards for deadlines and quality control. Education/Experience: Associate's degree from two-year College with primary emphasis in business or related field; or three to five years related experience and/or training; or equivalent combination of education and experience.

Teller Part Time Job ID 5286297 Wells Fargo Des Moines, Iowa www.indeed.com Tellers are the face of our company and represent Wells Fargo in the community. Our teller's role is to warmly welcome customers to our branch, efficiently process the customer's request, and build trust that Wells Fargo can help them with all of their financial needs. 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 Cash handling experience Customer service focus with the ability to stay positive in interactions with customers and team members Experience offering products and services Experience working in a fast-paced environment Good communication skills including speaking clearly, succinctly, and accurately while using a pleasant tone and common conversational courtesies Ability to meet or exceed performance objectives



Client Support Representative II First American Bank - Clive, IA www.indeed.com. Summary: Performs duties related to Client Support in a timely and efficient manner in order to meet or exceed productivity standards for deadlines and quality control. Education/Experience: Associate's degree from two-year College with primary emphasis in business or related field; or three to five years related experience and/or training; or equivalent combination of education and experience.

Front Desk Agent/Night Audit Part-time Homewood Suites/ By Hilton West Des Moines - West Des Moines, IA www.indeed.com SUMMARY Provides customer service to guests of hotel by performing the following duties. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Greets, registers, suggestively sells rooms, issues room keys, assigns rooms to guests and sets wake up calls in a efficient, warm and friendly manner. Acts as manager on duty and follows the prescribed MOD procedures on communication, emergency procedures and guest satisfaction. Required education: High school or equivalent Required license or certification: must have transportation

Housekeeping Aide Part-time Calvin Community - Des Moines, IA www.indeed.com Housekeeping Aides are passionate about serving our residents by providing exceptional service. They are responsible for keeping all areas of the facility clean, safe and attractive at all times. Report any needed repairs or observed deficiencies to appropriate departments. At request of department head, may assist Laundry team. Must be at least 18 years of age. High school diploma or GED

Security Officer Per Mar Security Des Moines, IA www.indeed.com Job Summary: Full time temporary assignment 3-6 months, \$15.00 per hour / 40 plus hours per week. All shifts available. Weekends and holiday's required. Rental vehicles provided, hotel reimbursement and meal per diem when asked to travel out of town. 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. 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. Must have a high school diploma or GED, be at least 18 years of age, and be able to pass a background check and drug screen.

Seasonal Sales Associate Old Navy, DES MOINES, IOWA www.indeed.com 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.

Info Security Analyst 1 Job ID 5287180 Wells Fargo West Des Moines, Iowa www.indeed.com Our Technology Connection group is looking for two Information Security Analyst for phone support in our Security Service Center. This position is in a call center environment which



responds to telephone inquiries concerning support, processing, request procedures, or status of requests for information security and issues related to security access. Required Qualifications: 6+ months of information technology experience Desired Qualifications Basic knowledge and understanding of information security

Help Desk Support Specialist Situs - Des Moines, IA www.indeed.com The Help Desk Support Specialist will provide phone support to Situs customers in a multitude of locations. Additionally, this role provides 1st level desktop support to employees. This role requires a strong helpdesk support background and will support end users in local and remote offices through management of desktop systems, support of software installations and assistance with access to network systems In addition to these duties, the Help Desk Support Specialist will be require to serve on the afterhours and weekend support on-call rotation, as well as assist in implementation and support of network and server system when needed. Required Work experience requirements: A minimum of 1 year helpdesk support experience required. Required Education from an accredited institution: High school diploma 2 years of college preferred

Lomar Warehouse Generalist, Full-time Hy-Vee, Inc. Des Moines, IA www.indeed.com Responsible for the selection and stacking of merchandise on pallets to be shipped to retail locations. Prepares orders including accurately selecting order items via a voice automated selection system and palletizes them for shipment. 2nd shift 1 pm - 9 pm; must have 7 day week availability, schedule will be decided at time of hire

Office Maintenance, Custodian Hy-Vee, Inc. West Des Moines, IA www.indeed.com. Under direct or indirect supervision of the Facilities Manager, performs a variety of cleaning activities designed to maintain both the Corporate Office and Ron Pearson Center facilities in an orderly, sanitary, safe and attractive condition. Work activities are varied in nature and are subject to frequent interruptions and changes. Education and Experience: High school diploma or equivalent preferred; Minimum of one year experience as a custodian or equivalent experience.

Courtesy Clerk Part-time Hy-Vee, Inc. - Ankeny, IA www.indeed.com Provides prompt, efficient and friendly customer service. Packages purchases and assists customers with delivery to their mode of transportation. Education and Experience: No education or experience requirements.

Warehouse Generalist Lomar, 2nd shift, part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com Responsible for the selection and stacking of merchandise on pallets to be shipped to retail locations. Prepares orders including accurately selecting order items via a voice automated selection system and palletizes them for shipment.

Bakery Wrapper Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com As a Bakery Wrapper, this position will be responsible for counting, wrapping, and labeling product and serves as the final inspector of product before it is displayed. 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 or equivalent, Hy-Vee Food Safety program, and six months or less of similar or related work.

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

Produce Clerk Part-time Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Handles food in a safe manner and ensures the work area is always clean and neat. Reviews the status and appearance of the merchandise for freshness. Education and Experience: Less than High School or equivalent experience. Six months or less of similar or related work experience.

Warehouse Generalist PDI 2nd shift Hy-Vee, Inc - Ankeny, IA www.indeed.com PDI, a wholly-owned subsidiary of Hy-Vee, has immediate openings for full-time Warehouse Generalists. The Warehouse Generalist is responsible for product life cycle and product maintenance from receiving to shipping through utilization of standard warehousing and customer service practices. MINIMUM EXPERIENCE REQUIRED TO PERFORM JOB: High school education or equivalent preferred. Minimum of 1 year previous warehouse experience preferred. Ability to perform at 100% of engineered standard.

Transportation Router Job ID 35647 Sysco Iowa Des Moines, IA www.indeed.com POSITION SUMMARY: This is an Operations position responsible for planning and coordinating the routing schedule for each delivery truck and performing other related duties as required. RESPONSIBILITIES: Education and / or Experience: High School diploma or equivalent combination of education and experience. 1+ years' related experience (transportation routing, scheduling, or logistics) and/or training.

Coffee Shop Manager Hy-Vee, Inc. Waukee, IA www.indeed.com As a Coffee Shop Manager, this position will be responsible for setting the department standards for customer service, employee relations, cleanliness, sanitation, professional appearance and overall profitability. You will coordinate the delivery of the freshest and best quality product at a competitive retail price. 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 or equivalent experience from on-the-job training and sanitation courses. Over one year of related work experience.

Receiving Assistant (part-time weekdays) Part-time Bed Bath & Beyond West Des Moines, IA www.indeed.com Part-time position to assist in our receiving department checking in



merchandise. Flexible schedules available, Monday thru Friday, or days that work with your schedule/availability. Great pay, co-workers and managers!

Medical Equipment Service and Delivery Driver Universal Hospital Services Des Moines, IA www.indeed.com Job Description: The Medical Equipment Service and Delivery Driver is responsible for delivery and equipment management tasks for a district office, including customer delivery and pick-up of medical equipment; processing, cleaning, inspecting and testing equipment; and inventory maintenance. Knowledge and Physical Requirements. 21 years of age or older, with 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. Valid driver's license and potential for DOT certification. Able to lift and/or push 75 pounds. Able to stand and walk for long periods of time.

Customer Account Representative Rent-A-Center DES MOINES, IA www.indeed.com As a Customer Account Representative, you would be responsible for: Maintain accurate records of customer account activity, to include current and past due accounts Review past due accounts and communicate in person and via phone with the customers to promote timely payments. Collect customer payments on a timely basis and meet daily/weekly collection standards. Complete customer service calls in a timely manner as assigned. Qualifications: Must be at least 19 years of age High school diploma or GED Friendly with great communication skills Excellent customer service skills Valid state driver's license and good driving record Must be able to lift and move (push/pull) heavy items and merchandise as needed Typically works 38-40 hours a week depending on business needs

Housekeeping Assistant Good Samaritan Society INDIANOLA, IA www.indeed.com Housekeeping Assistant As a Housekeeping Assistant you will be responsible for assisting with the maintenance of a clean, attractive, and sanitary facility. Will clean resident's rooms and public areas. Additional responsibilities of the Housekeeping Assistant include offering residents choices/options for times to have their room cleaned. Completing quality improvement audits and participating in facility task forces. Keeping chemicals secured in a locked area as per policy. Adhering to OSHA and CDC guidelines to minimize infections by following aseptic cleaning techniques

Dietary Assistant Part time Good Samaritan Society INDIANOLA, IA www.indeed.com As a Dietary Assistant you will be responsible for serving nutritious, appealing and appetizing meals in an attractive environment. Additional responsibilities of the Dietary Assistant include Assisting with preparing menu items, snacks, and supplements following physician's orders, standards and regulations. Cleaning duties assigned in the dining area and in the kitchen/work area, which may include dishwashing as necessary. Observing and documenting nutritional care as assigned. Operating dishwashing and kitchen equipment. Following infection control



procedures and OSHA and CDC guidelines that apply to blood borne pathogens while serving food, assisting residents and cleaning.

Certified Nursing Assistant CNA - Healthcare Nursing Staff FT/PT Good Samaritan Society INDIANOLA, IA www.indeed.com As a Certified Nursing Assistant, CNA you will be responsible for performing duties such as feeding, bathing, dressing, grooming, or moving patients, or changing linens. You may also be responsible for transferring or transporting patients. Additional responsibilities of a CNA position include Answering patient call signals, signal lights, bells, or intercom systems to determine patients' needs. Applying clean dressings, slings, stockings, or support bandages, under direction of a nurse or physician. Assisting nurses or physicians in the operation of medical equipment or provision of patient care. Changing bed linens or making beds. Cleaning and sanitizing patient rooms, bathrooms, examination rooms, or other patient areas.

Backup Accounting Coordinator Part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Responsible for store accounting including posting sales, scans checks for back office conversion, cash accountability (completes deposit and balances system), accounts/expense payable, accounts receivable, and some inventory procedures. Backs up Lead Store Accounting Coordinator as necessary. Education and Experience: High School or equivalent experience. Six months or less of similar or related work experience.

Italian Express Assistant Manager Hy-Vee, Inc. Ankeny, IA www.indeed.com As an Assistant Italian Express Manager, this position will be responsible for managing the department in the absence of the manager. Provides customer service to all customers by answering questions and greeting customers. Orders product and determines pricing. 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 or equivalent experience.

Assistant Manager Hy-Vee, Inc. West Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service, and ensures that customer's needs are met. Supervises and coordinates the activities of employees or performs the work of all job levels. Education and Experience: High School or equivalent experience. Two years or more of similar or related work experience preferred.

Meat and Seafood Service Clerk Part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com 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 diploma or equivalent required; Food Safety training; Six months previous related work experience.



Data Entry ALL's WELL West Des Moines, IA www.indeed.com This Data Entry Position Features: Great Pay 32k, Benefits, Fun Environment, Great Pay to \$32K Immediate need for data entry seeking great pay 32k, benefits and fun environment. Strong organizational skills, multitasking and interpersonal skills will be keys to success in this growing, well-known, dynamic organization. Will be responsible for processing efficiently and accurately, reviewing and entering customer quotes and interacting with customers for a Business Services company. Great benefits. Apply for this great position as a data entry today! We are an equal employment opportunity employer.

Activities Store Coordinator Part-Time Job ID: 42388 Des Moines, IA www.indeed.com. This is a part time position in the Nationwide Activities Store. The hours are from 11:30 to 3:30. JOB Summary: Provides day-to-day operational support and front line customer sales and service for onsite retail operation. Coordinates and oversees associate NAA events. Provides leadership and/or support for various NAA/NAN programs to support business objectives. Demonstrates understanding of and compliance with funding structure of retail store. Execution of organizational guidelines and processes. Interacts with all levels within the enterprise. Job Requirements: Education: High school degree; some undergraduate studies preferred.