



Sample Job List Week October 3 – October 7

***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. ***

Meat Specialist Hy-Vee, Inc. - West Des Moines, IA www.indeed.com the meat specialist is a fully skilled job that cuts and merchandises all fresh meat commodities. Wraps, weighs, and labels product. Performs cleaning in the department. Replenishes and organizes coolers. Education and Experience: High School or equivalent, Hy-Vee food safety training. Over one year of related work experience preferred.

Housekeeper - Assisted Living Part-time Luther Park Community - Des Moines, IA www.indeed.com We are seeking a part-time housekeeping professional for our Assisted Living community. Position hours are every Tuesday, Wednesday, and Thursday, 7:00 am to 3:30 pm. Pre-employment physical, drug screen, and background check required.

Office Administrator/Receptionist Part-time Holiday Inn Downtown Mercy Campus - Des Moines, IA www.indeed.com We are a full service hotel looking for an Office Administrator to support a talented sales team. A high school degree or equivalent education is required. Clear, effective verbal and written English communication skills are essential. This position requires excellent organization skills and attention to detail. The ability to operate a telephone, computer, and various software is expected, with Microsoft Word and Excel knowledge helpful. A general understanding of sales operations is also helpful

Patient Service Representative UnityPoint Health Des Moines, IA www.indeed.com
Responsibilities: Greet patients and visitors and provide courteous, caring and professional assistance to all individuals contacting the office. Answer the telephone, screen and route all incoming telephone calls to the appropriate staff member or take messages according to office policy and procedure. Make, cancel and reschedule patient appointment maintaining appointment schedule according to office procedure. Notify clinical staff of the patient's arrival providing the time of appointment, patient's name and provider's name. Gather, verify and enter demographic and insurance information on new and established patients necessary for completion of electronic health record and insurance claim processing at each patient visit on patient accounting system. Verify all materials have been scanned into the electronic health record timely and are available for patient appointments and telephone calls. Other information: Previous medical office experience preferred. Previous experience with an electronic health record or medical office software preferred Previous experience coding diagnoses and procedures with ICD-9- CM and CPT .Knowledge of medical terminology, anatomy and physiology. Ability to effectively enter information into a variety of computer programs. High School or Vocational School graduate.



Chiropractic Practice Representative Part-time Bloyer Chiropractic and Wellness - Ankeny, IA www.indeed.com Bloyer Chiropractic in Ankeny is looking for somebody to represent them in and around the Ankeny area. Job includes contacting businesses or athletic centers around Ankeny and attending health fairs, setting up lunch and learns, performing spinal screenings for employees or patrons, and educating people about chiropractic and how it can make a difference for them. Job hours are extremely flexible, as you are setting up the screening opportunities and can schedule around any conflicts. Currently about 15 hours per week, some weeks may be more, some less depending on activities. Applicant **MUST** be a people person and not afraid to engage in conversation with strangers. We already have a marketing plan in place, we just need somebody to implement it. An outgoing and a bubbly personality is ideal. Training will be provided. Sales experience is an added bonus, but not required. Required license or certification: Driver's License

Administrative Assistant Part-time Doerrfeld Properties LLC - Urbandale, IA www.indeed.com As the Administrative Assistant your responsibilities are as follows: Answer Phones Data Entry Filing scanning some marketing and social media This is a part-time job. Monday - Friday approximately 20 hours per week. Job Requirements Customer service experience Organized and detailed oriented Flexible and dependable excellent communication skills Experience Prefer some experience but willing to train the right person Required education: High school or equivalent

Administrative Assistant RSM US LLP Des Moines, IA www.indeed.com In this position, you will be responsible to perform a variety of advanced administrative functions/support for the Des Moines, IA office and general administration of the office. This includes scheduling appointments, giving information to callers, typing memos, transcribing notes, and researching and developing presentations from templates. Qualified candidates will possess the following : 2 years relevant administrative assistant experience Previous experience in accounting or professional service environment a plus Intermediate to advanced Microsoft Office 2007 skills essential Strong oral and written communication skills (spelling, grammar, sentence structure and punctuation) Effective organization and time management skills,

Warehouse Associate Mediacom Communications Corporation - Des Moines, IA www.indeed.com Under the direction of supervisor, responsible for coordinating the activities of warehouse persons responsible for receiving, inventorying, issuing, and shipping materials, supplies, tools, equipment, and parts in stockroom, warehouse and yard. Responsible for the issuance, check-in, reconciliation, and integrity of customer set-top terminals and other equipment. **EXPERIENCE/REQUIRED SKILLS:** High school diploma or equivalent, with some technical and general business training. Knowledge of warehouse activities and the flow of work. (Minimum of 2yrs. + experience) Ability to show judgment and initiative to accomplish duties without close supervision. Knowledge of the Occupational Safety and Health Act (OSHA) and its implications in the implementation of job responsibilities. Ability to develop and implement a simple record-keeping procedure. Ability to communicate clearly and tactfully, yet



convincingly, with other employees. Knowledge of all functions and related tasks in each area of the warehouse. Valid driver's license; satisfactory driving record.

Pharmacy Clerk Part-time Hy-Vee, Inc Ankeny, IA www.indeed.com Provides prompt, efficient and friendly customer service. Ensures cleanliness of department. Orders product and supplies and logs invoices as necessary. Education and Experience: High school or equivalent experience. Over six months up to one year of similar or related experience.

Delivery Driver/Warehouse iVet Professional Formulas - Urbandale, IA www.indeed.com Route driver to deliver pet food products to veterinarians. Delivery routes with warehouse and shipping responsibilities. Four day work week. One night out/week. Hotel and expenses paid. Health insurance provided after 60 days of employment. 401k available after one year of employment. Prior route driving experience preferred. Valid driver's license and clean driving record required. Must have or be able to get an Iowa Class D2 driver's license. Basic computer knowledge and math skills necessary. Must be able to lift up to 70 lbs. Forklift experience a plus. Required experience: Delivery Driver: 1 year Driving: 2 years Required license or certification: Iowa D2 Driver's License

Customer Support Representative Rees Associates - Des Moines, IA www.indeed.com The Customer Service Rep. is responsible for supporting the Account Executive in coordinating and processing all necessary steps to successfully complete mailings for assigned clients through effective client relations, detailed knowledge of Rees Associates operating processes, job quote preparation and monitoring job execution. The Client Services Representative must possess the technical and human resources skills to: Effectively communicate at all organizational levels, internally and externally, in a demanding, dynamic environment. Effectively work independently, understanding and following diverse instructions and prioritizing their work load Convert client letter shop instructions to Rees format for creation of daily production schedules. Prepare and maintain timelines and schedules and effectively communicate job progress internally and externally Work with production, warehouse and inventory control to monitor and insure accuracy of Client Inventory Receivers, Ending Inventories and Return to Stock Inventories. Coordinate development of, then prepare, job quotes for assigned accounts, for account executive approval. Required education: High school or equivalent required experience: Communications: 1 year

Barista and Cashier Twisted Bean Coffee Company Urbandale, IA www.indeed.com Twisted Bean Coffee Company is looking for a full or 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: Cashier: 1 year Barista: 1 year Customer Service: 1 year



Sales Associate: 992216 Staples Ankeny, IA www.indeed.com Responsible for providing exceptional customer service and creating a customer centric environment. This person will also be required to perform store operational tasks as needed. Basic Skills required: Able to engage and speak to customers Able to work a flexible schedule Preferred skills and experience: Customer service experience in a retail environment Cashier experience

Medicare Billing Specialist Care Initiatives West Des Moines, IA www.inswws.com Medicare Biller is involved through the entire billing process including: receiving the claim, reviewing and billing Medicare claims on a monthly basis for skilled nursing facilities, posting payments, and ensuring that all tasks are completed within the defined billing schedule. This full-time non-exempt position entails: data entry, claims creation, ICD 9 and ICD 10 understanding, payment posting, A/R management, managing denials, answering provider questions, HIPPA compliance, and more! - The Medicare Billing position requires strong analytical, communication, customer service, and organizational skills. Ideal candidates will have Medicare Part A billing experience. Our billing team collaborates with our Business Office Managers including training / mentoring new office managers on our billing processes and requirements. As a Medicare Biller for Care Initiatives – you are looked to as “an expert” in your field. - Qualifications: Must be 18 years of age or older Functional literacy in English Insurable by Care Initiatives’ auto insurance carrier and have personal auto insurance - Valid Iowa driver’s license Working knowledge of office machine operation, such as a photocopier and fax - Two years’ experience in bookkeeping/accounting claims processing, etc. A minimum of one year work experience in a healthcare office - Familiarity with Microsoft software and the internet 10-Key proficiency Ability to work independently in organizing, scheduling and work completion Functional literacy in written and spoken English

Kitchen Team Member Chick-fil-A West Des Moines IA www.indeed.com highly motivated team members needed for day and evening kitchen positions. Hard worker Focused Team player. Passionate Take Initiative Able to multi task willing to give your best at all times

Bakery Wrapper 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. High school or equivalent, Hy-Vee Food Safety program, and six months or less of similar or related work.

Resident Assistant - Douglas Home, Part Time PM 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 Requirements: 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.

Skilled Laborer/Crew Leader United Contractors, Inc. Des Moines, IA www.indeed.com
Minimum Years of Experience: 1 year Minimum Education Required: High School/GED
Salary Range: \$16+/hour (Based on experience) we are currently expanding our business, and seek hardworking and dependable team members to join our company in the cured in place pipeline rehab industry (CIPP). Successful applicants should have a valid driver's license, be able to lift up to 50 pounds regularly, be self-motivated and safety-minded, have a positive attitude, and enjoy a fast-paced environment. Applicants must be willing to travel for one to two weeks at a time, as the job requires.

Shop Utility Person Job ID 2016-4872 Ziegler Cat Altoona IA www.indeed.com Responsibilities may include: Maintaining cleanliness of all shops at our Altoona location
Operating the Zamboni Keeping will-call areas clean and organized Maintaining wash basin area, and daily cleaning of the Mart Washer Transferring components to and from departments Assisting in the Component/Hydraulic loading bay Maintaining the trash, dumpsters, barrels and pallets in the shop and yard Cleaning of components received for service Assisting with shipping requirements Assisting the tool crib Performing forklift maintenance and weekly inspections of cooling tower and the Bead Blaster Qualifications: High School Diploma or GED required. Dependable, self-starter, and hardworking Good communication and customer service skills. Team player and willing to help wherever needed

Business Office Assistant Altoona Nursing & Rehabilitation Center Des Moines 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 – Distribute petty cash to residents and post transactions in computer of deposits and withdraws. Follow up on collections of outstanding accounts with residents and/or family and follow up with insurance companies on the phone for status of outstanding claims, payment, etc. Update the system with notes. Assist in monthly billing. Gathering and sorting supporting documentation. Sort, stuff, and mail monthly statements for residents and creating invoices. Performs additional duties as assigned.

Dietary Aide Part-time Claremont's Ramsey Village - Des Moines, IA www.indeed.com
Ramsey Village is looking for reliable part-time dietary aides to help serve our residents during meal times. Typical shifts will include 4:15-7:30 M-F, and every other weekend. Come into our facility and apply.



Legal Process Assistant Job ID Number: 5281628-1 Wells Fargo Des Moines, IA www.indeed.com Job Description Provides clerical and administrative support for Collection Litigation Services including, but not limited to: managing main telephone line, taking messages, word processing, data entry, processing invoices, process incoming and outgoing mail, assist with copy jobs, maintenance of file room, filing of legal documents and correspondence, indexing, locating files, coordination of record retention, and other duties as assigned. Required Qualifications 1+ year of administrative support experience Desired Qualifications: Intermediate Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information Good analytical skills with high attention to detail and accuracy Excellent verbal, written, and interpersonal communication skills Effective organizational, multi-tasking, and prioritizing skills Problem analysis and resolution skills. Ability to work effectively in a team environment and across all organizational levels; where flexibility, collaboration, and adaptability are important Ability to work in a fast-paced deadline driven environment Other Desired Qualifications Experience in a legal environment College Degree and/or Paralegal Certificate are a plus but not required.

Call Center Customer Service Representative AStaff - Des Moines, IA www.indeed.com Financial Crimes Team is responsible for fraud prevention with a large banking corporation, They work directly with customers in two ways Outbound and Inbound calls Outbound: Calls made with customers who's accounts show suspicious activity. Once contact is made, debit card activity is verified. If fraudulent purchase has been made or the card is missing, the FCS team documents and escalates the account to the fraud claims team. Inbound: Calls that are received from debit card customers who notice charges on their account that they don't recognize. The fraudulent activity is notated and the account is escalated to the fraud claims department. NO MORE than 3 jobs in 5 years!!!!!!!!!!!! Cash handling experience is required. Previous customer service experience is required. Looking for hardworking and dependable workers ready to start their career required education: High school or equivalent Required experience: Cash handling: 1 year.

Housekeeper HCR ManorCare West Des Moines, IA www.indeed.com As a Housekeeper, you are responsible for cleaning the common areas and project cleaning in the houses. Because you are always in contact with residents and families, and to guarantee their satisfaction, this position requires tact, sensitivity, and professionalism. As a Housekeeper you are a member of the Building Services/Housekeeping Team. This team is coordinated by the Building Services Coordinator/Housekeeping Supervisor. You and your team are responsible for supporting the Arden Courts mission and achieving our goals.

Foam Production Iowa Staffing - Des Moines, IA www.indeed.com Iowa Staffing has immediate openings for 1ST and 2nd shift Production positions. The hours are Monday thru Friday 7 am-3:30 pm or 3 pm-11:30 pm. The job entails production and packaging of foam products. - Reliable transportation to Northeast side of Des Moines (not on a bus line) Ability to read a tape measure to 1/16th Light lifting up to 50 pounds



Nursery Worker Part-time Fitness World West - West Des Moines, IA www.indeed.com looking for mornings 8:30 AM till 12 PM, able to work with kids ages from 6 months to 12 years of age, nursery or daycare experience proffered. Able to do crafts and games in health club nursery. Must be reliable and not moving for some time.

Branch & Billing Administrator Pac-Van - Des Moines, IA The job responsibilities consist of: Provide branch support in a casual office environment Coordinate customer, vendor, sales and operations interactions Assist customers with problem solving Procurement & payment process for branch purchases and vendor contracts Customer invoicing & assisting with collections Fleet Administration –inventory reconciliation Interact with corporate resources to ensure effective and efficient execution of standard operating procedures at the branch level
Job Requirements: Ability to quickly develop a comprehensive understanding of the business A track record of employment success Driven to succeed – a Make it Happen attitude Effective priority setting and time management\ High expectations of self and others Relationship builder and effective communicator Adherence to core company values: dependability, dedication, relationships, initiative, and ingenuity Computer & IT proficiency, including Microsoft Word and Excel Valid driver’s license; valid auto insurance; limited travel

Account Manager ENDURANCE CONSULTING GROUP - Des Moines, IA www.indeed.com
Account Representative Responsibilities Include: Building relationships with existing clients Acquiring new clients. Territory management Client account management Administration of client accounts What does it take to be considered and join our team? 4 year college degree (or relevant work experience) 2 years of sales or customer service experience Desire to grow with a company long term. Proven leadership ability. Problem solving skills An incredible drive, work ethic and student mentality

Highway Helper Operator Menzel Enterprises, Inc - Des Moines, IA www.indeed.com this position operates out of a Highway Safety vehicle. Highway Helper Operator coordinates with the operation staff to obtain a full understanding of the status of all incidents and activities, while following all applicable state, local laws and safety guidelines. May provide limited first aid and CPR. Required Skills: Have a good driving record, Commercial Driver’s License (CDL) is desired but not required must be able to perform the physical demands of the job and have a general working knowledge of vehicle maintenance Basic computer skills Ability to work various shifts including morning, evening, overnight, weekends and holidays in a variety of weather conditions. Use of personal protective equipment * The Position requires CPR/First Aid certification (training provided). Passes a criminal history check and drug test.

Bakery Designer Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com As a Bakery Designer, this position will be responsible for decorating bakery items. You will assist customers with their bakery orders by the telephone and in person at the store. 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 and six months or less of similar or related work experience.

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

Residential Cleaner Molly Maid Ankeny, IA www.indeed.com Molly Maid of Ankeny currently has immediate positions available. Must be available Monday-Friday 8AM-5PM. NO Nights and Weekends! \$9.50 an hour during 5 days of training. After training you get a percentage of the houses you clean for the week averages \$350-\$425 a week. Paid holidays after 30 days, paid vacations after a year. Weekly Pay! If you are a team player, have good work ethic, reliable, responsible, positive attitude, and have excellent customer service skills apply in person at 6828 NE 14th St. Ankeny 50023

Office Manager – Residential Home Builder Happe Homes - Ankeny, IA www.indeed.com Happe Homes is seeking a full time Office Manager to join our team! A successful candidate will have a minimum of two years construction or office manager experience. We are seeking an individual with a high level of professional drive and initiative, a desire to grow with our company, the ability to exercise discretion and judgment, and have a demonstrated ability to work independently as well as in a team environment. Qualifications & Requirements: This position requires extreme organization and the ability to manage shifting priorities Ability to juggle multiple projects with superb accuracy Strong administrative skills Exceptional customer service skills, over the phone and In person Excellent time management skills and the ability to multi-task and prioritize work Knowledge of Microsoft Office suite is required Two years of construction or office management experience

Meat Specialist Hy-Vee, Inc West Des Moines, IA www.indeed.com The meat specialist is a fully skilled job that cuts and merchandises all fresh meat commodities. Education and Experience: High School or equivalent, Hy-Vee food safety training. Over one year of related work experience preferred.

Customer Account Representative Rent-A-Center, DES MOINES, IA www.indeed.com 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 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



Fitting Room Associate Gordmans Des Moines IA www.indeed.com This position is responsible for providing prompt, courteous service to each guest and continuous monitoring of merchandise brought into the fitting rooms.

Housekeeping Assistant Good Samaritan Society INDIANOLA, IA www.indeed.com 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. To qualify for the Housekeeping Assistant, you must have effective communication skills and be able to work with individuals of all ages.

Dietary Assistant 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. To qualify for the Dietary Assistant, you must have effective communication skills and be able to work with individuals of all ages.

Delivery Service Driver Restaurant Technologies Des Moines, IA www.indeed.com In this role, you'll operate an assigned route to deliver our products and serve as the first point of contact for customer needs. Visit and/or call customers to ensure that Restaurant Technologies' performance is up to standards and the customer's expectations. Comply with Restaurant Technologies internal processes and procedures as well as all local and federally regulated requirements including DOT, OSHA and HACCP. Maintain a safe and clean Commercial Driver's License at all times. Load and unload delivery trucks by pulling hoses from truck and attaching to fill station. The Skills You Need Must be at least 21 years of age with a minimum two years of commercial truck driving experience. A high school diploma CDL Class A or B driver's license with Tanker Endorsement. Must meet Restaurant Technologies' Fleet Safety requirements and maintain a clean driving record.

Kitchen Clerk Part-time Hy-Vee, Inc. Urbandale, IA www.indeed.com Provides prompt, efficient and friendly customer service. Reviews and fills customer orders for the day. Handles food in a safe manner and ensures the work area is always clean and neat.

Delicatessen Clerk Hy-Vee, Inc. Des Moines, IA www.indeed.com As a Delicatessen Clerk, this position will be responsible for handling food in a safe manner and ensuring the work area is always clean and neat. You will run the department registers and receive payments, make change, etc., where applicable. Additionally you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

Checker Part-time Hy-Vee, Inc. Urbandale, IA Provides prompt and friendly service to customers and assist them when necessary. Operates a cash register and the duties which correspond. Package product, work with drive-up and/or carry-out. Replenishes product as needed.

Night Stocker Part-time Hy-Vee, Inc. West Des Moines, IA www.indeed.com Unloads product, opens containers, stocks shelves, and rotates product where necessary.



Secretary-OR ILH - PART TIME (JOB ID: 17358) UnityPoint Health Des Moines Lutheran Hospital
www.indeed.com Responsibilities: Performs clerical work for the Operating Room. These tasks include but are not limited to: processing patient charges, collecting and recording surgical statistics, scheduling surgical procedures, maintaining files, typing minutes, answering phones, communicating information to surgical team, greeting visitors, and organizing the surgical office environment. Other information: Clinical Experience Required Medical Terminology preferred or required within 1 year of employment High School graduate or equivalent Must read, write, speak and comprehend English Must have intermediate computer skills with the ability to proceed to advanced computer skills Previous hospital/operating room experience preferred