



## Sample Job List Week October 31 – November 4

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

**Service Person** Dart Des Moines, IA [www.ridedart.com](http://www.ridedart.com) If you have a CDL (or CDL permit), airbrake and passenger endorsements (or permits), and customer service experience, you will be fast-tracked through our hiring process. If you don't have a CDL or bus driving experience, you are still encouraged to apply. DART will provide training to those who are a good fit, and we will pay you while you train. The position starts at \$14.31 per hour after, and increases to \$14.83 per hour after completion of a probationary period. Our most experienced bus servicers earn up to \$15.80 per hour. Essential Duties: Drive buses from storage barns to service lane, and returns buses to storage when services are completed. Clean interior of DART vehicles by sweeping, mopping, emptying trash, cleaning windows, vacuuming and dusting as needed. Clean exterior of DART vehicles by running them through mechanical washer Probe vehicle fare boxes and remove cashboxes Fuel DART vehicles; check fluids and fill as needed Assists with road service calls whenever needed Check performance of lights, windshield wipers, and other electrical or mechanical controls Essential Qualifications: High school education, GED, or equivalent foreign education Ability to obtain a valid Iowa CDL with Air Brake and Passenger endorsements. Significant physical requirements including ability to lift 150 pounds. Work outdoors in all weather. Subject to pre-employment drug test & physical examination. All DART maintenance employees are subject to ongoing DOT random alcohol & drug testing.

**Administrative Assistant** Part-time Doerrfeld Properties LLC - Urbandale, IA [www.indeed.com](http://www.indeed.com) As the Administrative Assistant your responsibilities are as follows: Answer Phones Data Entry Light bookkeeping Filing Scanning/Mailing Some marketing and social media this is a part-time job. Monday - Friday approximately 20 hours per week. Job Requirements Must have reliable transportation High school diploma or equivalent Customer service experience Organized and detailed oriented Flexible and dependable Excellent communication skills Experience Prefer some experience but willing to train the right person

**Front Desk Associate** Job ID 2016-7463 Clive IA [www.indeed.com](http://www.indeed.com) Responsibilities As a front desk associate at this Massage Envy franchised location, essential responsibilities revolve around providing excellent services to members and guests. These include: Answering phone calls. Setting and checking members and guests in and out for appointments. Greeting members and guests upon arrival. Promoting the Wellness Program. Re-engaging inactive members. Keeping management apprised of member concerns and following manager's policies, procedures and direction. Accepting constructive criticism in a positive manner and using it as a learning tool. Upholding the Massage Envy brand's core values of optimism, gratitude, excellence, consistency and empathy. Staying updated on retail products and promotions. Recognizing and supporting team goals and creating and maintaining positive relationships with team members. Qualifications Qualified candidates will Education, Skills and



**Training:** Have a high school diploma or equivalent (GED). Possess basic math and cash handling experience. Have strong phone and computer skills. Have previous customer service experience (preferred). Be able to prioritize and perform multiple tasks. Work cohesively with others in a fun and fast-paced environment. Possess general knowledge of massage and esthetic services and modalities.

**Parts and Service Clerk** Thermo King Sales and Service, Inc. - Des Moines, IA [www.indeed.com](http://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. Qualifications and Education requirements High School diploma or equivalent previous parts or automotive industry experience preferred 1-2 years or more of counter experience preferred excellent computer skills A valid driver's license is required. Excellent phone skills must be able to lift 75lbs. and be physically able to lift and work with no restrictions. Solid verbal, written and phone communication skills The ability to reason and problem solve The ability to multitask Employment contingent upon passing a drug test and complete background check

**Office Manager** Part-time Shaw Chiropractic & Sports Injury Center - Clive, IA [www.indeed.com](http://www.indeed.com)  
Part-time office manager needed for Chiropractic office in Clive/Waukee area. Hours are in the mornings on Monday, Tuesday, Thursday, and Friday. The position requires a professional, friendly, and energetic personality. Primary duties include greeting patients, answering phones, scheduling appointments, and limited insurance duties. Training will be provided. Customer service, computer skills and phone skills are essential. Office manager experience is not required. Required education: High school or equivalent.

**Certified Medication Aide (CMA)** Luther Park Community - Des Moines, IA [www.indeed.com](http://www.indeed.com)  
We are seeking Certified Med Aides at Luther Park Community for Trinity Center at Luther Park; a 120-bed Health Center which specializes in Alzheimer's care. Openings are available all shifts for both part-time and full-time staff. If you have a current license, are able to effectively communicate and work with a variety of individuals and have basic computer skills, we want to talk with you. Prior experience in a long-term setting is a plus. A pre-employment physical, drug screen, and background check are required.

**Special Services Project Person** Marsden Bldg Maintenance, L.L.C. DES MOINES, IA [www.indeed.com](http://www.indeed.com)  
This is a Full-Time position 2nd Shift. Job Skills / Requirements Must be proficient in scrubbing, waxing, VCT Tile, general cleaning if needed, Carpet cleaning/extraction, specialty projects. Must be available if needed on weekends or if emergency arises. Must pass DL and UA check

**Building Attendant** - PT Comcast-Spectacor Des Moines, IA [www.indeed.com](http://www.indeed.com)  
The Part Time Building Attendant is an event based position that works specifically in the areas of housekeeping, grounds maintenance, room sets and arena conversions at the Iowa Events Center. Qualifications High school diploma, GED or equivalent preferred Must have a



demonstrated ability to function in a fast paced, high-pressure environment Experience in a public facility highly preferred Must be able to communicate clearly and concisely in the English language. Possess strong interpersonal and communication skills Ability to work both independently and as part of team. Must have the ability to work flexible schedule including long hours, nights, weekends and holidays.

**Food Service Worker** - West Des Moines/Consolidated Management West Des Moines, IA [www.indeed.com](http://www.indeed.com) Set Schedule No Weekends or Holidays Monday - Thursday from 930am - 130pm Extra hours when needed for catering Minimum Qualifications: Must be able to pass a drug test and background check.

**Warehouse Worker Material Handler** Distribution Center O'Reilly Auto Parts West Des Moines IA [www.indeed.com](http://www.indeed.com) Must be able to match numbers quickly and accurately Take pride in delivering excellent customer service Available to work a flexible schedule Thrive in a busy, fast-paced warehouse environment Ability to work closely with others in a team environment Basic computer skills High school diploma or equivalent

**Maintenance Person** McDonald's Des Moines, IA [www.indeed.com](http://www.indeed.com) The Maintenance Person's responsibilities may include, but are not limited to: Filtering oil fryers daily Maintaining outside grounds Clean equipment, inside and outside windows, stock rooms and restrooms Unload delivery truck 2 times a week Take out and empty trash compactor Change light bulbs Clean HVAC/Exhaust units and roof of debris

**Housekeeping / Cleaning** - (160171015) La Quinta Inns & Suites Clive IA [www.indeed.com](http://www.indeed.com) Our Room Attendants are measured by the amount of time it takes to complete their assigned rooms, the quality of their work, and other company goals. The ideal candidate will be a flexible team player who wants to be the bright spot in our customer's day. Other key duties include: Replenish guest rooms and baths with amenities, supplies, and linen and terry in accordance with Company standards Inspect rooms for repairs or fixtures that are not working properly; replace batteries, light bulbs, etc. Report requests for repairs to supervisor or maintenance department in accordance with hotel procedures. After cleaning each room and bath, report room status to front desk

**Housekeeping Assistant** Good Samaritan Ctr Indianola, IA [www.indeed.com](http://www.indeed.com) Is responsible to perform the following according to Good Samaritan mission, location standards and procedures: Follows routine cleaning schedules: cleans floors of soils, stains and debris, ensuring corners are free of dirt; clean walls and doors; dusts and cleans furniture; cleans bed frames, mattresses, toilets, sinks, bathroom vents and empties and cleans wastebaskets. Ensures drapes and privacy curtains are free of dust, dirt and stains and hung properly. Follows special cleaning procedures as assigned and necessary, including discharge cleaning and isolation cleaning. Keeps residents' items and call light within reach per residents' preference and location policy. Monitors / reports lingering odors throughout the location; takes appropriate action corrective action to prevent odors from lingering. Offers residents choices /



options for times to have room cleaned; respects and reports residents' refusals. Completes documentation on appropriate forms as assigned; gets to know residents by name and specific communication needs. Utilizes appropriate communication techniques with resident per care plan. Explains procedures to resident's before and during cleaning, unless disruptive for the resident. Completes quality improvement audits and participate in task forces and center/campus care conferences as assigned. Keep chemicals secured in locked area as per policy. Adheres to OSHA and CDC guidelines to minimize infections by following aseptic cleaning techniques, including those that apply to blood borne pathogens. Prior work experience may not be required to be hired into this job.

**Maid/Housekeeping Cleaner** MaidPro Des Moines, IA [www.indeed.com](http://www.indeed.com) Must be legally authorized to work in the United States Must be willing to submit to a Criminal Background Check Sharp eye for small details Must have a valid driver's license and current auto insurance with reliable transportation Willing and able to work in homes that have pets. Must be able to lift Part-Time Shipping and Receiving Clerk IADA Services, Inc. - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Hours are 10 a.m. till 2 p.m. M-F with some flexibility possible. Typically 20 hours per week. Duties include: Picking and shipping orders daily Receiving and Unloading Inventory - from both ground and truck shipments Loading orders into customer's vehicles Stocking Shelves Keeping warehouse area clean and organized Light, Routine Office Maintenance Requirements: Required to stand, bend, reach overhead, and easily move about the warehouse 100 percent of the time for 4 hours. Applicant must be able to lift and move up to 60 lbs. Ability to easily communicate with walk-in customers. Must be proficient in data entry, email, and internet. Valid driver's license with clean, insurable, driving record. Willing to work part-time only. There are no benefits with this position. Selected applicants will be required to submit to and successfully complete: a MVR background check a post-offer pre-employment physical and a drug test and lift up to 25lbs as needed

**Bus Cleaner** Arrow Stage Lines Des Moines, IA [www.indeed.com](http://www.indeed.com) Duties include: Use power sprayers to wash exterior of vehicle Clean complete lavatory area Clean all windows and window frames Cleans Overhead Luggage Bins Clean Seats-Kick Panels-Footrests Sweep and mop floors of vehicle Clean Driver Compartment area Ensures miscellaneous finishing touches are completed i.e. wastebaskets are emptied and cleaned, place lost items in lost and found, spray air freshener etc. Performs end of shift procedures and other duties as may be assigned from time to time by management Position Requirements: Valid driver's license strongly preferred. Ability to complete cleaner checklist for each vehicle cleaned must be legal to work in the US A very physically demanding position, and on your feet constantly. Must have the ability to open bus bay doors. Will be working in hot and cold conditions in maintenance shop environment. May detail from 4 to 10 motor coaches/vehicles per night Ability to work with various cleaning soaps and chemicals

**Parts Delivery Driver** Harrison Truck Centers - Des Moines, IA [www.indeed.com](http://www.indeed.com) Basic Responsibilities Loading packages securely into trucks, lifting up to 115lbs. Deliver packages to customers, ensuring orders go to the correct addresses. Navigating in town and out of town



while delivering parts. Processing transactions, billing parts to customers, utilizing computer and software. Customer service, interacting with customers in store and while delivering parts. Qualifications Parts automotive sales experience preferred. Clean driving record Ability to effectively communicate Ability to interpret customer needs Basic computer skills  
Inventory Specialist Part Time Best Buy West Des Moines IA [www.indeed.com](http://www.indeed.com)  
Receive and ship store merchandise: Removes merchandise from truck and compare against packing list. Applies security tag to product and moves it to sales floor or warehouse storage. Packages merchandise for shipment and completes bill of lading for transfers Packages merchandise for shipment to return to Distribution Centers. Operates equipment according to company safety standards to assist in moving merchandise. Stocks merchandise on the sales floor. Assists in the receiving of drop shipments Prepares merchandise for home delivery. Accurately documents movement of merchandise. Completes paperwork for store receiving, transfers, home delivery, DEVO, Junk Out Basic Qualifications: Lift or maneuver 50 pounds, and team lift up to 100 pounds Prior experience in a team environment requiring clear, professional and effective communication Preferred Qualifications: High School Diploma or equivalent 3 months experience in retail or customer service or warehouse environment

**Early Morning Stocker** PetSmart Des Moines, IA [www.indeed.com](http://www.indeed.com) Plays an essential role in getting merchandise out on the floor and available for our Pet Parents. May be trained to operate a forklift. Must be able to accurately stock merchandise while also helping Pet Parents find solutions to their needs. Assist in transporting purchases to vehicles, as needed.

**Parts Assistant**- Day Shift GATR Truck Center Des Moines, IA [www.indeed.com](http://www.indeed.com) This is a first shift position with hours primarily running from 7:30PM-4PM. The primary responsibilities of this position will include but not be limited to the following: Ensure outstanding customer service Maintain desirable working environment Stock parts storage shelves as needed (put away stock orders) Stock and face Showroom shelves as needed Deliver parts to Service and Body Techs as needed Clean and organize parts shelves and storage areas when necessary Assist Inside and Outside Sales staff with orders and sales Maintain constant and open communication with other departments Answer phones when applicable Adhere to all GATR policies, procedures and practices Keep work areas clean and orderly Miscellaneous duties as assigned Maintain a clean and orderly appearance Maintain uniform shirts Maintain a clean driving record

**Resident Assistant** Edgewater - WesleyLife West Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Description: As a Resident Assistant (RA), you will be given the opportunity to demonstrate your commitment to older adults by providing the people you serve with a variety of needed support. Your role will directly impact the ability of residents to live independently as you assist residents with basic activities of daily living (non-medical). The duties you complete will vary, but could include assistance with dressing and personal care, escorting to/from various events and activities, handling mail, performing housekeeping assistance, and a variety of other tasks. Your role will be focused on building relationships, serving the needs of others, and providing an environment of home, health and wellbeing. Certification is not required, but a heart for



service is! Previous experience is helpful, not required. We will train individuals who demonstrate passion and energy in the service of older adults.

**Fork Lift Operator** 3RD SHIFT MOHAWK Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities: Operate equipment in a safe manner. Manually load/unload pad. Operate all types of lift truck equipment to load and unload palletized products. Operate banding and wrapping machines. Operate Glad Hand locks to lock trailers. Perform cycle counts and other inventory control functions. Operate RF scanner for product movement. Qualifications: At least 6 months experience in a warehouse position. Operate lift truck equipment and pass the Mohawk lift truck certification test. Ability to operate banding and wrapping machines. Able to lift minimum of 80lbs several times per shift. 18 years of age. Able to work in extreme temperatures. Able to sit, stand, reach, bend, climb and twist without restrictions. Able to stand for extended periods of time. Vision must be correctable to 20/40. Able to work flexible schedule, if needed.

**Crew** McDonald's Des Moines, IA [www.indeed.com](http://www.indeed.com) we're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. As a Crew Person, you may be responsible for: Greeting customers with a smile Taking accurate food orders. Preparing all of McDonald's World Famous food Partnering with other Crew and Managers to meet target goals during your shift Restaurant Cleanliness Ensuring items are well stocked

**Document Imaging** Hy-Vee, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com) Prepares documents for being converted to electronic/digital format (document imaging). Performs conversion of documents to electronic/digital format. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision, reporting to a supervisor or manager. Duties and Responsibilities Prepares documents for scanning and/or scans document. Converts documents to electronic/digital format. Reports to work when scheduled and on time. Performs other job-related duties and special projects as required. Education and Experience High school diploma or equivalent

**Retail Sales Associates** Gordmans - Des Moines, IA [www.indeed.com](http://www.indeed.com) Seasonal Sales Associates perform a variety of job responsibilities including but not limited to Guest service, cashiering, processing freight and merchandising. Qualifications Ability to sufficiently understand the English language in order to communicate with Guests and Associates. Basic mathematical skills, including addition and subtraction, necessary to verify cash register functions and to make proper change from cash payment. Ability to bend, stoop and lift up to ten pounds repetitively and stand for extended periods of time. Ability to learn and perform all essential job functions accurately with minimal direct supervision within two weeks after beginning work.

**Seasonal Associate** Lane Bryant - Jordan Creek - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Please include a few reasons why you would like to work at Lane Bryant. This is a temporary position for the holiday season with open availability required during holidays. Sales Associates are



required to: SERVICE Support a team selling Store environment that delivers a fashion focused Lane Bryant Experience for our Guest Demonstrate selling, incentive and product knowledge strategies Drive store goals with each segment Build Guest Loyalty by team selling Pants, Cacique and Credit Support event execution Cover Sales Floor and Fitting Room at all times Maintain awareness of all sales promotions Effectively handle multiple Guests and projects QUALIFICATIONS Strong communication and customer service skills 1 year of specialty retail experience High school diploma required

**Mailroom Assistant** Office Team West Des Moines, IA [www.indeed.com](http://www.indeed.com) Office Team is seeking a detail oriented Mailroom Assistant for a prominent company in the Des Moines Metro. The Mailroom Assistant will be responsible for sorting incoming and outgoing mail, data entering incoming payments, scanning incoming documents, scanning and indexing of payroll documents and preparing packages. The Mailroom Assistant will have over 1 Year doing scanning, mail room and working with data entry. The Mailroom Assistant will be detailed, have a working knowledge of Microsoft Suites, including Excel. This is an exclusive opportunity through Office Team, please contact us immediately for consideration at 515-244-2500 or email your resume to [rachel.vanfossen@officeteam.com](mailto:rachel.vanfossen@officeteam.com)! Mailroom Processing Microsoft Word & Excel Data Entry Package Preparation

**Cashier** (full time) Compass Group WEST DES MOINES, IA [www.indeed.com](http://www.indeed.com) We have an opening for a full-time Cashier position. Location: Wells Fargo Jordan Creek; 800 Jordan Creek Parkway West Des Moines, IA 50265. Note: online applications accepted only. Schedule: F/T Schedule; Monday through Friday, 6:00AM - 2:30PM. Requirement: Previous cashier experience is preferred. Summary: Performs cashiering duties, including making cash transactions, verifying cash drawer, giving change, counting cash receipts and completing cash reports. May also perform general food service work. Maintains sanitation standards in the preparation, service and dining room facilities.

**Internet Sales Rep** Des Moines Audi Johnston IA [www.indeed.com](http://www.indeed.com) Responsibilities: Answer all incoming calls and chat/call requests within 10 seconds. Respond to incoming e-mail with an attempted phone call in 5 minutes or less, followed up with a series of outgoing e-mails that end in a price quote within 10 minutes (measured from time from ISC's auto-response). Convert every sales opportunity to a confirmed appointment or turn them to a Sales Consultant. Actually speak with at least 75% of all assigned leads. Set confirmed appointments with at least 60% of the leads you make contact with. Maintain a 60% show rate with those appointments. Record every contact you have with customers, regardless of source or type, in the LSMS. Complete 100% of your daily scheduled contact tasks. Qualifications: Communication skills – communicate effectively with others Time Management – ability to manage one's own time. Typing – ability to type efficiently to enter accurate information into tracking system Mathematics – ability to solve basic math calculations Basic Computer skills Possess an acceptable driving record and a valid driver's license in your state of residence.



**Cleaning position** The Queen of Clean, LLC West Des Moines, IA [www.indeed.com](http://www.indeed.com) Full-time, Part-time. The Queen of Clean is hiring part-time or full time house cleaner--Day position. We work well with mom hours while kids are in school. Hiring ASAP for good hard workers. Hourly rate plus mileage reimbursement. Awesome company to work for--great work environment. Call our office today to schedule a time to come in and fill out application and learn more about our position. Ability to pass a background check, have a driver's license, vehicle, and auto insurance required. Opportunity for quick growth with a growing company

**Teller 1-** Wakonda U.S. Bank Des Moines, IA [www.indeed.com](http://www.indeed.com) Tellers have flexible schedules that may include weekends (depending on branch location). Qualifications Basic Qualifications High school diploma or equivalent Minimum six months of experience in cash handling and customer service Physical requirements: May be required to stand for extended periods of time and may be required to lift bags/boxes of coin weighing up to 50 pounds Preferred Skills/Experience Basic clerical and processing skills Effective interpersonal/customer service skills Basic reading, writing and mathematical skills Ability to communicate clearly and effectively with customers and coworkers Strong written and verbal communication skills Willingness to proactively solicit new business as necessary Bilingual language skills a plus

**Teller (Part-Time)** Veridian Credit Union Des Moines, IA [www.indeed.com](http://www.indeed.com) Veridian Credit Union is seeking Part-Time Teller Service Representatives for the Des Moines Metro area. Ideal candidates will be motivated and energetic professionals with exceptional sales & customer service skills. The primary focus is assisting members with their financial goals. Veridian is an inclusive, fun team environment where an employee has daily opportunities to make a difference in our member's lives. Responsibilities Conduct transactions accurately Promote Veridian products and services. Provide superior service Qualifications Cash handling experience Computer experience required Strong attention to detail, organization and prioritization 18 years old & high school diploma or equivalent Required education: High school or equivalent

**Administrative Assistant** Stroh Corporation Des Moines, IA [www.indeed.com](http://www.indeed.com) Provide a wide variety of administrative support services to office staff and leadership team. Provide administrative support through a variety of administrative tasks and assist assigned office staff. Provide sales support assisting with creating and compiling of sales collateral such as proposals. May help administer a company policy, program or procedure. Participate as a vital member on assigned projects and teams. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education A minimum of an Associate's Degree (AA) or equivalent from a two-year college or technical school OR equivalent experience. Experience Two years or more of administrative support experience. Strong proficiency in Microsoft Office Suite and extensive knowledge of time management, customer service, and effective administrative support techniques.



**Receptionist IV** EMC Insurance Des Moines, IA Essential Functions: Checks in all visitors and issues guest badges Announces guests to appropriate teams Monitors activity in lobby and skywalk and notifies controls center of potential problems Types letters and memos Coordinates incoming and outgoing deliveries Education & Experience: High school diploma or equivalency preferred Six months of office experience Knowledge, Skills & Abilities: Keyboarding speed of 40 wpm and accurate data entry skills Excellent telephone etiquette Strong customer service skills Excellent communication skills

**General Office Associate** -308049 G&K Services Des Moines, IA JOB SUMMARY:

Performs a variety of routine and specialized clerical duties and in house customer service support duties. Duties include but are not limited to generating and distributing standard and special request reports maintaining a large centralized file and retrieval system receiving and processing mail ordering receiving and storing supplies ensuring delivery of requisitioned materials data entry and operating various office equipment machines Work is typically performed within specified deadlines Education requirements: High school graduation or equivalent Work experience requirements: Minimum of two years of office experience required Skills and Competencies: Work requires ability to read write and speak English well enough to complete assigned tasks and communicate effectively Experience with a multi-line phone system Proficiency in data keypunching Computer literacy Word Excel e-mail Superior telephone skills Strong attention to detail SAP AS400 expertise a plus but not required

**Service Center Coordinator** TWC Services Des Moines, IA [www.indeed.com](http://www.indeed.com) The Service Center Coordinator position is in our corporate headquarters in Des Moines servicing our branches and customers across the Midwest and Southeast offering a challenge of handling a broad range of emails and inbound/outbound calls from customers for HVAC, refrigeration, ice machines and/or cooking equipment service needs. The Service Center Coordinator is responsible for assessing and prioritizing service requests. This Full time position does require evening and weekend hours. Job Requirements: Excellent customer service and people skills, good phone communications Computer skills including good typing/data entry skills and high attention to detail

**Entry-Level Call Center Representative** Ultimate Des Moines, IA [www.indeed.com](http://www.indeed.com) Verification of Employment (VOE) Processor will process documents for clients to ensure SLAs are met. Outbound contact via phone, fax, or email to validate/complete requested data. Must electronically document data after each inquiry. Data research and documentation of information requested (i.e. addresses, phone numbers, and company names). Review consent forms to ensure accuracy. Other duties as assigned. We are an equal opportunity employer. Job Requirements -Call center experience Customer service experience 6 month minimum experience in any job with attention capturing details while engaging with customers or callers Monday Through Friday 8-5PM

**Skilled Laborer** - Concrete Finisher Skold Companies Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Responsibilities: Skold has immediate openings for dependable, hard-working laborers to



perform tasks involving physical labor at construction sites using equipment and instruments required of the job(s) assigned. Perform tasks involving physical labor at project sites Under direct supervision of Field Supervisor, perform support to field efforts on commercial construction labor and maintenance tasks Follow safety rules and regulations established by Skold and maintain a safe and clean environment, other duties as assigned

**Dietary Aide** (Part-Time) Luther Park Community - Des Moines, IA [www.indeed.com](http://www.indeed.com) Part-Time positions are available and must be able to work between the hours of 6am and 7pm. We are looking for one year of experience in a Dietary or Kitchen role, with preference given to those with experience in a long term care facility. Dependability and strong customer service skills needed. A pre-employment physical, drug screen, and background check are required. Luther Park Community is an Equal Opportunity Employer

**Help Desk** CareWorks Tech - Des Moines, IA [www.indeed.com](http://www.indeed.com) We are working on several Help Desk positions. Multiple locations. Multiple shifts. Multiple desktop technologies. Multiple domains. They all emphasize good communication skills and the ability to multi-task. In fact, several require specific domain experience. For instance, retail industry customer service or healthcare medical records or insurance

**Wireless Associate** Hire Velocity, LLC - Des Moines, IA [www.imdeed.com](http://www.imdeed.com) Together with Fortune 100 channel partners and wireless carriers, our knowledgeable teams of on-site wireless professionals deliver high-value products and services, helping consumers connect and communicate every day. Job Requirements: Prior sales experience preferred but not required excellent customer service skills that inspire repeat customer visits Exceptional negotiation skills and outstanding follow thru and execution Attention to detail High level of integrity Clear written and verbal communication skills Ability to thrive in a team environment Able to work a flexible schedule including varied shifts that may include evenings, weekends and holidays Able to stand for extended periods of time At least 18 years of age, legally authorized to work in the U.S. As part of our standard hiring process for new employees, employment will be contingent upon successful completion of a background check.