



Sample Job List Week September 12 – September 16

***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. ***

Customer Office Representative-Part Time Job Number: 1600635MidAmerican Energy Des Moines, IA www.indeed.com Conducts personal interviews and responds to customer inquiries regarding billings, past-due accounts, service connects, disconnects and terminations of gas and electric services. Approximately 50 percent of personal interviews are sensitive in nature as they relate to credit and service termination issues. Perform additional responsibilities such as cashiering and compilation of miscellaneous reports as requested or assigned. Communicate with field personnel on scheduling and coordinating gas, electric service and meter reading visits to residential and commercial locations, including stopping service termination. Qualifications: High school diploma/high school equivalency or equivalent work experience. Minimum of one to two years of customer service experience. Proficiency in computers, customer service system, Cashier for Windows and related software programs. Effective oral and written communication skills. Effective analytical and problem-solving skills. Ability to prioritize and handle multiple tasks and projects concurrently.

Medical Records Clerk Wolfe Clinic West Des Moines, IA www.indeed.com Wolfe Clinic has an opening for a full-time Medical Records Clerk in our busy West Des Moines office. The main duties of this position include pulling, filing, creating new patient charts and scanning documents into the electronic health record. Candidates must possess great communication skills, have an eye for detail, be a self-directed worker, possess good decision making skills, and be able to work in a fast paced team environment. Basic computer skills and medical office experience a plus. Some day time travel might be required.

Pharmacy Clerk Hy-Vee Des Moines, 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.

Office Assistant The Driveway Company Des Moines, LLC - Grimes, IA www.insees.com General office help, answer phones, data entry, pick up payments from customers. Must have valid driver's license and reliable transportation. Hours are 8 to 5 Monday-Friday. Join a rapidly growing company.

Housekeeping Aide Calvin Community - Des Moines, IA www.indeed.com Our Housekeeping Aides keep all areas of the facility clean, safe and attractive at all times, reporting any needed repairs or observed deficiencies to the appropriate departments. May assist Laundry team. Be tactful and patient, showing enthusiasm and a cheerful disposition when working with other staff, residents and their family members. Have a strong customer-service focus Be fluent in



written and spoken English Have basic computer skills Be able to pass a criminal background check, pre-employment physical, TB screen and drug test. Be able to complete tasks with minimal supervision be able to maintain confidentiality High school diploma or GED required At least 18 years of age. Can demonstrate proper use of common housekeeping tools and chemicals, be able to work occasional overtime and to work weekends on a rotating basis. Prior experience in professional residential/commercial/institutional cleaning is preferred.

Personal Banker 1 Job ID Number: 5275740-1 West Des Moines, IA www.indeed.com as a personal banker, you'll devote much of your day to building long-term relationships with Wells Fargo's customers in person and by phone. You'll build trust through a detailed customer financial review in order to understand customers' needs, and suggest products and services that meet their needs and help them succeed financially. While most of the job is performed in the stores, you may also reach out to the community by placing outbound phone calls to existing customers, visiting businesses, conducting educational seminars, and being active in the community. Reliable attendance is essential for success in this role. Having conversations with customers and conducting detailed financial reviews, suggesting products and services that meet their needs and help them succeed financially Contacting customers by phone to follow up to ensure customer satisfaction, build relationships and address any additional financial needs based on the customers' financial priorities Setting performance goals and working with your manager to increase your effectiveness in serving customers and meeting their financial needs Building loyalty while helping customers with service requests. May handle cash transactions. Required Qualifications 1+ year of experience selling products and services 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 Experience interacting positively with unsatisfied customers Good communication skills including speaking clearly, succinctly, and accurately while using a pleasant tone and common conversational courtesies Experience in retail sales or the financial services industry. Experience achieving individual and team goals

Safety Attendant Part-time VALUEPLACE - Ankeny, IA www.indeed.com Looking for a responsible person to oversee a hotel at night. Must be able to work independently and make decisions. Would do safety walks 3 times a night, check in guests, respond to guest concerns, be 2nd in charge next to the General Manager. Nights and week-ends a must. Room is included with the position. Must live on site.

Customer Service Representative Golden Rule Plumbing, Heating, & Cooling Grimes, IA www.indeed.com Can you talk with a smile? If you are an ambitious go-getter who is looking for a good career. Then contact us about a Customer Service Representative position with our company. Job Requirements: Experience required. High School Diploma or equivalent. Must have a valid driver's license. Must present a professional image and arrive on time, well groomed. Must be authorized to work in the US.



Guest Service Representative - Front Desk Holiday Inn Hotel & Suites Urbandale, IA www.indeed.com the position has the possibility of being full time or part time. This is an excellent opportunity for an applicant who is a student, someone looking for a part-time second income, a retiree looking for additional income, or an individual looking to re-enter the workplace. 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. EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Dental Office Coordinator University Dental Group - Des Moines, IA www.indeed.com University Dental Group is seeking a front desk position for our practice in Des Moines. This is a full time position that would include a variety of responsibilities working Monday – Thursday 7:30 am – 4:30 pm. We are seeking a person with a positive attitude, strong organizational, analytical, communication, people and computer skills. This is not a position to sit back and wait for things to happen but rather an opportunity to help make great things happen! Candidates must have a high school diploma or equivalent. Registered dental assistant and computer experience is preferred. Required education: High school or equivalent Required experience: Administrative: 1 year

Maintenance / Housekeeping Pilot Flying J Altoona, IA www.indeed.com The maintenance staff is responsible for maintaining the store facilities to ensure they are clean, stocked, organized, and running properly. Some of the tasks in this position include maintaining all shelves and products, cleaning shower and restroom facilities, performing general repair/maintenance of the store, and contributing to the overall focus of offering customer service with a friendly smile. This role is essential to providing customers with well-maintained facilities and quality products. Highly motivated, self-starters Experience in a similar position or proficiency in a similar task Ability to identify equipment problems, assess solutions, and fix equipment as needed Ability to work as part of a team and interact with different levels from hourly team members, customers, vendors, and corporate representatives Must be able to work a flexible schedule of nights, days, weekends, and holidays

Prep Cook / Cook / Sandwich Artist / Production - Pilot Flying J Des Moines, IA www.indeed.com Restaurant prep cooks/ cooks are responsible for food production in one of our many restaurant concepts including Arby's, Wendy's, Taco Bell, Subway, Pizza Hut, Dairy Queen, Huddle House, Moe's and Chester's Chicken. Candidates for this position are responsible for ensuring top-notch quality in all of our food products while working with fellow employees to keep our restaurants clean and providing customers with fast, friendly service. Experience in a similar position or proficiency in a similar task incredible customer service skills & the ability to help maintain a customer focused culture Ability to cleanly and safely manage and prep food



Ability to maintain brand processes and policies Ability to work as part of a team and interact with different levels from hourly team members, customers, vendors, and corporate representatives must be able to work a flexible schedule of nights, days, weekends, and holidays

Station Agent (Airport Customer Service & Ramp) Envoy Air Des Moines, IA www.indeed.com
US Station Agents perform a variety of tasks to keep our ground operations running smoothly, efficiently and on-time. Responsibilities may vary at each airport and may include customer service (above wing), ramp service (below wing) work, or a combination of both. Station Agents working customer service functions promote and sell air travel with American Eagle, American Airlines and/or other contracted carriers. Position Requirements Minimum Age: 18 High school diploma or GED equivalent. Must possess a valid state driver's license; some license restrictions may prohibit a candidate from being eligible for this position . Ability to work rotating shifts including nights, holidays, weekends, days off, and be able to report to work on a regular and timely basis. Requires flexibility to work additional hours beyond the regular shift, on short notice, and as needed due to operational necessity Must be able to perform all duties in various weather conditions and time constraints Ability to read, write, fluently speak and understand the English language Possess the legal right to work in the United States A minimum of one year of customer service experience Some locations may desire previous airline experience including working knowledge of an airline's ticketing system and/or ramp operations Tattoos, body piercings and/or tongue rings may not be visible while in company issued uniform at any time; tattoos cannot be covered with adhesive bandages or by other methods to render them not visible. Candidates must fulfill a fingerprint based criminal background check to qualify for unescorted access privileges to airport security identification display areas (SIDA), if applicable. Candidates must be able to secure appropriate airport authority and/or US Customs security badges, in addition to clearing other airport related requirements, if applicable. This position may be subject to the Department of Transportation (DOT). Federal law requires Envoy to determine a candidate's history with the DOT drug and/or alcohol violation(s) or refusal(s) to test before hiring him/her into a safety-sensitive position.

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

Chinese Express Cook Hy-Vee, Inc. Urbandale, IA www.indeed.com As a Chinese Express Cook, this position will be responsible for preparing various foods for the Chinese department. You will be responsible for food in hot and cold cases. 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; Training provided Cash Accountability Hy-Vee Johnston, IA www.indeed.com Trains cashiers. Provides prompt, efficient and friendly customer service. Responsible for cash accountability of cash registers and



safe. Ensures the registers have adequate cash on hand and purchases money when necessary. Calculates cash over/short and investigates discrepancies. Responsible for ongoing training program. Education and Experience: High School or equivalent experience. Six months to one year of similar or related experience

General Laborers/Warehouse Associate Kinzler Construction Services ANKENY, IA
www.indeed.com The General Laborer is responsible for a variety of manual tasks through the warehouse including the loading and unloading of Kinzler Construction Services vehicles and the cleanliness of the warehouse. We require a pre-employment drug screen and background check.

Dishwasher/Kitchen Help Fuzzy's Taco Shop - Ankeny, IA www.indeed.com Fuzzy's Taco Shop is seeking energetic individuals to work in a fun filled atmosphere serving our guests Fresh, Fast, Fun and uniquely flavored food. We are looking for Dishwashers/Kitchen help. Full time and part time, day and evening shifts available. Must be upbeat, honest, and not afraid to put in a hard day's work. Experience a plus but we will train you the Fuzzy way. Email your resume or your contact information to schedule an interview.

Prep Cook/Line Cook Fuzzy's Taco Shop - Ankeny, IA www.indeed.com Fuzzy's Taco Shop is seeking energetic individuals to work in a fun filled atmosphere serving our guests Fresh, Fast, Fun and uniquely flavored food. We are looking for Prep and Line Cooks. Full time and part time, day and evening shifts available. Must be upbeat, honest, and not afraid to put in a hard day's work. Experience a plus but we will train you the Fuzzy way. Email your resume or your contact information to schedule an interview.

Deli Team Member Pilot Flying J Altoona, IA www.indeed.com Deli Team Members are responsible for food production and expediting products in the hot deli area. Along with providing excellent customer service, they are responsible for ensuring top-notch quality in all of our food products while working with fellow employees to keep the hot deli clean and well stocked. Experience in a similar position, especially with a restaurant or foodservice background Incredible customer service skills & the ability to help maintain a customer focused culture Ability to cleanly and safely manage and prep food Ability to work as part of a team and interact with different levels from hourly team members, customers, vendors, and corporate representatives Must be able to work a flexible schedule of nights, days, weekends, and holidays.

Clerical-Data Entry Canteen a Division of Compass Group West Des Moines, IA
www.indeed.com Note: online applications accepted only. Requirement: Previous data entry is preferred.

Warehouse Person (ATD) American Tire Distributors Des Moines, IA www.indeed.com
The Warehouse Associate is an entry level/general labor position that will prioritize and pick product to fill orders and staging product for loading, physically moving and lifting product



weighing as much as 150 pounds, organizing the warehouse stock, assisting in daily closing down of warehouse, compiling and submitting regular reports of damaged, outdated stock or supplies, over- and under-shipments, return of products to vendor, etc., assisting in periodic inventory counts, operating powered industrial vehicles (forklifts, pallet jacks, order pickers, etc.) in safe manner and maintaining an operator license, if required, assisting in administrative tasks, such as the handling and preparation of paperwork. Experience(s) that Best Prepares You Education : High School Diploma or GED Experience : Prior work experience sufficient to work under general supervision Such alternatives to the above qualifications as the Company, in its discretion, may find appropriate and acceptable.

Sampler Part Time Doll Distributing LLC - West Des Moines, IA www.indeed.com

Doll Distributing, LLC is the proud distributor of AB and many more beverage products. We are seeking four (4) part time weekend Product Samplers to service our local grocery stores. We are seeking Product Samplers in the following areas: Ames, Ankeny, and West Des Moines. We are seeking a minimum of a one year commitment. Schedule Days/Hours: Thursdays & Fridays: 4-7pm or 5-7pm, and Saturdays: 12-6pm (with some flexibility) Provide samples of alcoholic products in grocery stores Able to engage the consumer in sampling/purchasing products Learn products to enhance sales Qualifications 21 years of age High school diploma/GED Provide own transportation Professional demeanor; business casual dress attire Background check/drug screen required

Day Habilitation Assistant ChildServe Des Moines, IA www.indeed.com supports the skill development and retention for young adults. Provides or assists with care needs and supervision in a group setting. Education Requirements: High School / GED Experience Requirements:

Must be at least 18 years old. Education: High school diploma preferred. Experience: Experience working with or knowledge of children with special health care needs preferred.

Delivery Driver Part-time Hy-Vee, Inc. Windsor Heights, IA www.indeed.com Provides prompt, efficient and friendly customer service. Delivers product to customers. Responsible for store cleanliness, inside and out. Employees must possess a valid driver's license, with no DOT restrictions, and be 18 years or older to drive a company vehicle

Office Assistant Window World of Central Iowa - Des Moines, IA www.indeed.com Looking for a dedicated individual to help us continue to move our busy business forward. We are looking to add a quality individual for additional office support. Duties: Answering Phones E-mail Correspondence Data Entry Scheduling Auditing Ordering Attributes: General Computer Knowledge- Excel & Outlook Positive Attitude Problem Solver Pleasant Phone Demeanor General computer knowledge is a must. Experience in Excel & Outlook helpful but we can train someone with the right attitude. Job Type: Full-time Required education: High school or equivalent



Client Service Representative and Receptionist The Finway Group - West Des Moines, IA www.indeed.com The candidate should have excellent customer service skills, be dependable, and have a positive and professional attitude. Responsibilities: Answer all incoming calls in a prompt, courteous, and professional manner Greet all visitors Assist with projects as needed Maintain and update client records Reviewing and processing client distributions requests Qualifications: Minimum 2-3 years customer service experience Excellent customer service skills (verbal and written) Professional appearance and dependable Proficient in Microsoft Office (Word, Excel, and PowerPoint) Strong attention to detail Experience in the retirement plan industry is preferable, but not a requirement Job Type: Full-time Required education: Associate. Required experience: Customer Service or Receptionist: 2 years

Customer Support & Data Entry Assistant Anawim Housing • Des Moines, IA www.indeed.com Purpose of Position: Serves as first point of contact for walk-ins and phone customers. Is responsible for processing and recording all receipts into appropriate software system. Uses personal computer for word processing, spreadsheet and data entry Good verbal and written communication skills are important. Basic math and accounting skills are desirable Bi-lingual is preferred Knowledge of property management and fundraising software is preferred. Education and Training: Proficiency with the personal computer and basic office programs and other office equipment A minimum of 3-5 years' experience as an office assistant, data entry or customer service representative Two years of higher education is preferred

Claims Adjudicator Client Service Representative and Receptionist The Finway Group - West Des Moines, IA www.indeed.com The Finway Group is a Third Party Administration (TPA) firm specializing in plan administration, compliance, and consulting for retirement plans. Due to company growth, we are seeking an experienced Client Service/Receptionist to join our team. The candidate should have excellent customer service skills, be dependable, and have a positive and professional attitude. Prior experience in the investment or retirement plan industry helpful, but not a requirement. Responsibilities: Answer all incoming calls in a prompt, courteous, and professional manner Greet all visitors. Assist with projects as needed Maintain and update client records. Reviewing and processing client distributions requests Qualifications: Minimum 2-3 years customer service experience. Excellent customer service skills (verbal and written) Professional appearance and dependable. Proficient in Microsoft Office (Word, Excel, and PowerPoint) Strong attention to detail. Required education: Associate Required experience: Customer Service or Receptionist: 2 years

Receptionist Bridal Connection - Ankeny, IA www.indeed.com. As a Receptionist you will answer questions regarding several departments, including: bridal, bridesmaid, & tuxedos. Manage store appointment calendar and daily customer communication. Oversee the check-in and check-out process. Act as the face of The Bridal Connection by providing incredible customer service.



Front Office Specialist Concentra Urbandale, IA The Front Office Specialist is one of the most important roles in our company. You are the face of Concentra to our communities. We will rely on your ability to maintain a calm, friendly and welcoming demeanor under just about any circumstances. Concentra offers limitless growth opportunities so you can continue to build your career in the health care field. You will receive hands-on training and gain valuable experience caring for patients every day. Your positive attitude and excellent communication skills will make a direct, meaningful impact on the patient experience
JOB REQUIREMENTS: High school graduate or equivalent One year of experience in customer service environment preferred Demonstrated Intermediate knowledge of PCs, word processing, and data entry
Required experience: Medical Office: 1 yea Demonstrated excellent customer service and communication skills

Medical Receptionist Radiant Complexions Dermatology Clinics - West Des Moines, IA www.indeed.com we're growing! Iowa Dermatology Clinic is seeking a Medical Receptionist at our fast-paced West Des Moines area clinic. We are looking for a motivated individual working 24-28 hours a week between 8:00 a.m. and 5:00 p.m. with no evenings. Ideal candidates have excellent phone skills and strong ability to multitask. Qualified candidates will be great with people. You must be comfortable on general PC office computer programs, have good time management skills and able to manage multiple front office tasks. English / Spanish bilingual skills are a huge plus.

Teacher Assistant Oak Academy - Des Moines, IA www.indeed.com Oakridge Neighborhood Services seeks full-time early childhood educational staff. Responsibilities include the provision of educational programming, which fosters the growth and development of young children.
Teachers Assistant: Current Child Development Associate (CDA) certificate preferred. Required education: High school or equivalent

Custodian Ankeny Campus DMACC Job Number 17-C07 Keep buildings or portions of campuses neat, clean and sanitary for use by the college community. Perform various building cleaning tasks including but not limited to: clean and vacuum carpets; maintain hard surface flooring; remove all trash and recycle materials; clean chalkboards, whiteboards, ledges and erasers; clean glass; wash windows; dust furniture; clean ceiling diffusers; clean trash cans; clean walls; clean out janitor's closets; make repairs to equipment; other tasks as required or needed.
Desired Qualifications High school diploma or equivalent. One year of custodial experience preferably with commercial cleaning including hard surfaces and restrooms

Cook - Monday - Friday (day hours) ID 72104 Aramark Des Moines IA www.indeed.com
Essential Tasks and Responsibilities: Sets up and breaks down work station (Hot Production/Entree station) Maintains a clean and sanitary work station Cooks and prepares food according to production guidelines and recipes Knowledge of food product, identification, and acceptable level of food quality Ensures food is stored at the appropriate temperature for the appropriate length of time and follows all food safety standards Completes daily temperature logs Must know methods of food preparation, cooking times, and portion sizes to



ensure food is prepared in prescribed manner Evaluates food quality and preparedness by tasting Cuts, trims, bones, and carves meats and poultry for cooking Responsible for using correct portions when cutting, preparing, and serving items Cleans and sanitizes work areas, equipment, and utensils Required Qualifications: Good interpersonal skills and the ability to work in a team environment Excellent customer service Minimum 1½ years' experience in the food service industry as a cook The ability to safely operate all kitchen equipment The ability to read and follow recipes Hot line experience and/or grill experience preferred. Desired Qualifications: Serve Safe Certified. High School Education or equivalent More than 3 years' experience in the food service industry as a cook

General Office Clerk Skold Companies Des Moines, IA Skold Companies is currently seeking a General Office Clerk for a temp-to-possible hire position ASAP. This position will start with a temporary data entry position as we transition to our new accounting software and could become full-time assisting the Accounting Department with contracts, invoicing, billing, accounts payable, accounts receivable and miscellaneous data entry. Qualifications: Prior experience with Sage accounting software Data entry experience. Excellent data entry skills and computer skills. Attention to detail Flexible and adaptable highly organized

Customer Service/Administrative Assistant Metro Salvage Pool - Des Moines, IA www.indeed.com 50313 Looking for friendly and customer oriented person to answer phones, help our buyers at counter, weekly reminder phone calls to the buyers ,computer knowledge a must ,uploading pictures, vehicle check in's and other various office duties .must be able to multi task and attention to detail preferred . We could train the right person. Must be able to pass background check. Apply in person no phone calls. Work hours Mon-Fri 8-5 must be able to work 5days a week

Billing Account Specialist (JOB ID: 16677) Urbandale UPHC Home Care Main Ability to perform billing functions for affiliate locations Provide communication and teaching to Billing/Account Specialists and Billing Records Technicians. Answer questions and resolve problems related to billing operations. QUALIFICATIONS REQUIRED High School or Vocational School graduate. Strong interpersonal skills Ability to work independently or as part of a team. Ability to understand and apply guidelines, policies and procedures.

Patient Service Representative (JOB ID: 16026) Des Moines Parks Area Family Phys www.indeed.com Shift - Monday- Friday 9:00 -5:30pm; Saturday 8-12 rotation 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 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.



Life Skills Trainer MENTOR NETWORK Ankeny, IA www.indeed.com Every person needs the support of others, but we look for very special people to support adults with brain injury. As a Life Skills Trainer with NeuroRestorative you'll be one of those special people. For NeuroRestorative, the Life Skills Trainer is one of the most exemplary reflections of the wonderful mission driven work we do here every day. The people that carry out this rewarding, care giving support play an integral and crucial role in the success of our organization. Assists with medical supervision. Facilitates working relationships between community employers and NeuroRestorative participants. Cooperate with NeuroRestorative and any state Department of Human Service staff in any inspection or investigation. Qualifications Requirements: High school diploma or GED Six months to one year of experience in the human services industry preferred Certified Nursing Assistant (CNA) preferred. Valid Iowa driver's license Acceptable driving record Ability to pass background checks, physical and drug screen. Founded in 1980, The MENTOR Network is a national network of local human services providers offering an array of quality, community-based services in more than 30 states to adults and children with intellectual and developmental disabilities, brain and spinal cord injuries and other catastrophic injuries and illnesses, and to youth with emotional, behavioral and medically complex challenges as well as their families.

Receptionist MGM Healthcare Des Moines, IA www.indeed.com Receptionist Overview: To act as a first contact point for residents and visitors as well as a 'bank teller' for the resident trust accounts. Receptionist Responsibilities: Answer and route incoming calls, taking messages as necessary Greet and direct visitors in a courteous and professional manner Send and receive/route incoming faxes Responsible for outgoing mail and sorting/routing incoming mail Maintain fax and postage machines Maintain and balance resident trust account money boxes and data Act as 'teller' for resident trust banking hours during the day Data entry as assigned Miscellaneous filing Receptionist Requirements: High School diploma or equivalent 3-5 years' experience in Office Management/ Bookkeeping\ Good interpersonal and organizational skills Type at least 50 WPM Operate multi-line telephone system and paging system Excellent communication skills Neat in appearance and well-groomed Positive attitude Required experience: Receptionist: 2 years

Server - Market Grille Hy-Vee, Inc. West Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Responsible for taking and delivering food and beverage orders to patrons in the Hy-Vee dining setting. Ensures correct and prompt delivery of food.

Administrative Assistant - Real Estate Hy-Vee, Inc. West Des Moines, IA www.indeed.com Performs administrative and office support activities. General duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, data entry, filing and faxing. May perform and be able to effectively conduct Internet research and have strong communication and organization skills. Relies on instruction and pre-established guidelines to perform functions of the job. High school diploma or equivalent experience required. 0-2 years related previous work experience.