



## Sample Job List Week September 5 – September 9

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

**General Utility Clerk** InnoSourceDes Moines, IA [www.indeed.com](http://www.indeed.com) InnoSource has partnered with a nationally known Fortune 100 company in Des Moines, IA who is currently seeking individuals to work as General Utility Clerk. Performs a variety of routine clerical duties in accordance with standard procedures. Maintains files, records, prepares forms, verifies information and resolves common problems. Job Requirements High school diploma or equivalent. Technical/vocational studies preferred.

**Assistant Office Manager** Altoona Nursing & Rehabilitation Center Des Moines IA  
POSITION PURPOSE: 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.

**Bi-Lingual Receptionist** Job Code: 9803 Part Time America's Best Contacts & Eyeglasses W Des Moines IA [www.indeed.com](http://www.indeed.com) Ensuring our customers have the best experience is a priority. A Receptionist ensures that customers receive courteous and prompt services in accordance to company protocol both in person and over the phone. A successful candidate will be self-motivated, organized and detail-oriented with an ability to multitask while working in a fast-paced environment. This position requires a lot of teamwork and provides a great opportunity to join a growing and successful company. The ideal candidates will possess: Knowledge of modern office practices, procedures and alphabetical file set up and maintenance Excellent communication, spelling and grammar skills Ability to follow oral and written instructions, and perform detailed clerical work in a methodical, independent and thorough manner with speed and accuracy Typing, computer, and windows based software experience Exceptional customer service skills Responsibilities: Open and close front office. Help keep doctor on schedule and maintain efficient patient flow Maintain patient file jackets and medical records Maintain neat and orderly front desk and waiting room Interface with doctors and maintain appropriate



professional relations Schedule and confirm appointments, follow-up visits and classes Call patients to inform them that their order is available for pick up

**Claims Service Representative** Farm Bureau Financial Services West Des Moines, IA [www.indeed.com](http://www.indeed.com) Whether you are assisting someone report the first notice of loss on a personal or commercial claim, or taking ownership for handling the fast-track claim to settlement, as an Express Claims Service Representative, you will leave the first imprint of the Farm Bureau claim experience. A Successful candidate will have: Two years of college, with a four-year degree preferred Ability to spend a minimum of 50-75% of your day on the telephone High-level proficiency with Windows applications and Microsoft Office with the ability to navigate in and toggle between multiple systems and applications Ability to learn and gain a basic understanding of property and casualty Learn and comply with all company and governmental rules and regulations \*\*\*Once training is completed, you will be assigned to a schedule working 10:30am – 7:00pm, Monday – Friday with Saturdays and Sundays on a rotational basis.\*\*

**Front Office Coordinator** Des Moines Health Center, Inc. - Des Moines, IA [www.indeed.com](http://www.indeed.com) The Des Moines Health Center is looking for an energetic professional to join our front office team! This position will handle patient customer service including but not limited to patient check-in, check-out, insurance, phone calls, and billing. Candidates must have the ability to multi-task, have strong team skills, and prior customer service experience. The position is full time. Base hours are Monday, Wednesday, and Thursday 8 am to 5 pm, Tuesday 8 am to 6 pm, and Friday 8 am to 2 pm. Hours may vary based on needs of the position. Prior experience working in a dental setting is preferred. Bi-lingual Spanish is also preferred. Required education: Associate Required language: Spanish

**Housekeeping Aide** (FT) Elim Care - Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities: General building cleaning (It is brand new!) Daily clean and sanitize all aspects of Resident rooms (In brand new rooms!) Interaction with residents, family members and staff Other duties as requested Hours: 7:30 am - 4:00 pm High School diploma or Equivalent Must be able to read, write and speak fluent English Regular and reliable attendance required A team player who strives for personal excellence

**Cleaning Specialist** The Queen of Clean, LLC. - West Des Moines, IA [www.indeed.com](http://www.indeed.com) The Queen of Clean is hiring part-time or full time house cleaner--Day position. Or night and weekends office cleaning. We work well with mom hours while kids are in school. Hiring ASAP for good hard workers with no criminal background. 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. Pass a background check, driver's license, vehicle, and auto insurance required.

**Concrete Laborer** Sternquist Construction, Inc Des Moines, IA [www.indeed.com](http://www.indeed.com) Minimum Years of Experience Required: Entry Level Minimum Years of Education Required: High



School/GED Laborer to assist concrete paving operations. This requires willingness to do all labor aspects involved with concrete mainline and handwork paving.

**Dietary Aide** PT (Meal Server/Kitchen Helper) Elim Care - Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Dietary Aide at Valley View Village, you will: Prepare and serve food/beverages to residents, staff and guests Dish salads and desserts for the dining room and staff May take food and beverage temperatures to assure proper safety measures and maintain proper food/beverage temperatures 4:00 pm - 8:00 pm 20 hours per week, includes every other weekend

**Skilled Laborer** Absolute Concrete Construction Inc. Slater, IA [www.indeed.com](http://www.indeed.com) Job Description: Absolute Concrete Construction is looking for a Skilled Laborer. Daily task include but are not limited to: cleaning job sites, pouring concrete, tying rebar, installing wire mesh, raking rock or concrete, setting different types of forms for walls, parking lots, sidewalks, and curb and gutter. Must be willing and able to use power and hand tools and follow directions on a daily basis. Must be available to travel out of town and some overnights; hours are Monday-Friday, but vary depending on demand. Saturday hours are occasional, and also based on demand and weather.

**Line Cook** Applebees REQ #: 715350 Des Moines, IA SHIFT: Third / Night [www.indeed.com](http://www.indeed.com) As a Line Cook, you will be responsible for completing all assigned prep work, setting up cook's station, maintaining product presentations, product quality, cook time standards and preparing all menu items according to Applebee's recipes, plate presentations and specifications. Duties of this position will include set up of equipment, verification of stock, the cleaning of cooking equipment, and preparing food items to specification while maintaining a clean work area. A qualified applicant must have good communication skills, able to lift 25-50 pounds, use knives, slicing and other food preparation equipment while standing and exert well-pace mobility for periods of up to 8 hours in length.

**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

**CNA Certified Nurse Aide** Altoona Nursing & Rehabilitation Center - Des Moines, IA [www.indeed.com](http://www.indeed.com) POSITION PURPOSE: Ensures that resident's personal care needs are being met in accordance with Residents' wishes and Care Plan Objectives. EDUCATION REQUIREMENTS: Ability to communicate with residents and nursing staff. Ability to speak, read, and write English. Prior experience as LTC nursing assistant preferred; or equivalent combination of education and experience. Successful completion of State Approved Nursing Assistant Training and Competency Evaluation Program. Good standing in the state registry is required.

**Nurse's Aide CNA** Norwalk Nursing and Rehabilitation Center Des Moines IA



www.indeed.com POSITION PURPOSE: Ensures that resident's personal care needs are being met in accordance with Residents' wishes and Care Plan Objectives. EDUCATION / REQUIREMENTS: Ability to communicate with residents and nursing staff. Ability to speak, read, and write English. Prior experience as LTC nursing assistant preferred; or equivalent combination of education and experience. Successful completion of State Approved Nursing Assistant Training and Competency Evaluation Program. Good standing in the state registry is required.

**Certified Nurse's Aide** University Park Nursing and Rehabilitation Center Des Moines IA  
www.indeed.com POSITION PURPOSE: Ensures that resident's personal care needs are being met in accordance with Residents' wishes and Care Plan Objectives. EDUCATION / REQUIREMENTS: Ability to communicate with residents and nursing staff. Ability to speak, read, and write English. Prior experience as LTC nursing assistant preferred; or equivalent combination of education and experience. Successful completion of State Approved Nursing Assistant Training and Competency Evaluation Program. Good standing in the state registry is required.

**Expeditor** Perkins & Marie Callender's, LLC - Des Moines, IA www.indeed.com Provides friendly and efficient service to guests according to company policies, procedures, programs and performance standards. Performs all duties to maximize guest satisfaction and a quality work environment as directed by General Manager or Manager on Duty. Job usually performed during high volume times as assistant to Servers.

**Merchandise Folder / Recovery Specialist** - Part Time Scheels Sports Des Moines, IA  
www.indeed.com Responsibilities Include: Assures customers are receiving world class service Prepares merchandise to be sold by hanging, buttoning, zipping, folding, etc. Straightens all product on the sales floor Be knowledgeable to answer questions concerning location and price of merchandise Set up advertising displays and arranges merchandise on tables to promote sales. Assists in folding, hanging, stocking shelves, counters or tables with merchandise Contribute to a work environment that fosters pride in being part of a winning team and promotes personal growth Other duties or responsibilities that may be assigned by Assistant Store Leaders

**Make-Up Advisor (COLOR CONSULTANT)** SEPHORA West Des Moines, IA www.indeed.com Greet all clients who enter the store with enthusiasm. Provide courteous, knowledgeable service to clients. Determine client's needs and suggest products to meet their needs. Communicate product knowledge to clients as appropriate. As required, provide makeovers to clients. Knowledge, skills required excellent client service and communication skills. Arithmetic skills. Cosmetic experience required. Experience Preferred 1-3 years in retail/service industry (higher volume stores require 2-3 years' experience) Minimum Educational Level High School Graduate. Proficiency in a foreign language desirable.



**Skincare Advisor (CONSULTANT) SEPHORA** West Des Moines, IA [www.indeed.com](http://www.indeed.com) Greet all clients who enter the store with enthusiasm. Provide courteous, knowledgeable service to clients. Determine client's needs and suggest products to meet their needs. Communicate product knowledge to clients as appropriate. Assist in identifying opportunities within the store and possible solutions. As required, provide makeovers to clients. Knowledge, skills required excellent client service and communication skills. Arithmetic skills. Cosmetic experience desirable. Experience Preferred 1-3 years in retail/service industry (higher volume stores require 2-3 years' experience) Minimum Educational Level High School Graduate. Proficiency in a foreign language desirable.

**Lot Assistant CarHop** - Des Moines, IA [www.indeed.com](http://www.indeed.com) OVERVIEW

The Lot Assistant is responsible for supporting the pre-sale reconditioning process by inspecting incoming vehicles and coordinating any required service before the car is placed on the lot for sale. DUTIES & RESPONSIBILITIES: Inspect new re-conditioning vehicles with checklist. Coordinate repair of recon vehicles, including fresh, back-offs, and lot problems Determine repairs needed, based on company established guidelines Determine, when necessary, where to send vehicles for repairs that cannot be completed in-house Cleaning vehicles Ensure all vehicles are cleaned, to company standard, after the reconditioning process is completed Clean wholesale vehicles before those vehicles are transported to the auction Clean repossessed vehicles Wash lot cars as needed Tracking vehicles in computer inventory system, including Documenting vehicle location (i.e. Sales lot # or repair shop), and that all vehicles are accounted for REQUIREMENTS High School diploma or equivalent Minimum of 1+ years previous detailing or auto mechanics experience, Technical (auto) course work or skills are a plus Basic knowledge of computer systems in a work setting

**Scale Operator** Part-Time Martin Marietta Des Moines, IA [www.indeed.com](http://www.indeed.com) Position Summary Responsible for weighing trucks and assuring that proper accounting has been made for the material purchased at a sand & gravel operation. Interact on a constant basis with customers and truck drivers. Duties include customer service and issuing weight and product tickets. This is a part-time position to fill in for our locations around the Des Moines area. Requirements Must be 18 years or older Detail oriented and customer focused Previous scale operator experience preferred Must be able to work any shift, extended hours including nights and weekends Ability to proficiently perform multiple tasks simultaneously Working knowledge of PC based applications Dependable, self-motivated and possess a positive attitude when working with others as a team Able to pass pre-employment drug screen, physical and background check

**Retail Sales Consultant** AT&T Des Moines IA [www.indeed.com](http://www.indeed.com) JOB DESCRIPTION Develop and attain customer experience and sales objectives for store. Sell all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, accepting customer payments and filing the completed orders. Maintain strong knowledge of all products, accessories, pricing plans, promotions and service features. Maintain knowledge of



competitive offers and provide critical market feedback to the Store Manager regarding local competition and product/service needs. Handle service inquiries from customers. Provide efficient, courteous customer service and assist in all aspects of product offerings and services. Ensure an extraordinary customer experience. Position may be commissioned and quota based. Desired Qualifications: 1-3 years retail/customer facing/sales experience preferred.

**Sort Observation for Package Handler Positions** Auto Req ID 146413BR FEDEX Grimes, IA [www.indeed.com](http://www.indeed.com) FedEx Ground specializes in cost-effective small package shipping, offering dependable business-to-business delivery and convenient residential service. Our network safely and efficiently moves millions of packages each day utilizing some of the best technology in the industry. FedEx Ground Package Handlers load and unload sorted packages in a fast-paced environment and ensure that FedEx Ground continues to deliver packages to its customers on time and with care. FedEx Ground facilities typically have multiple sorts operating daily in each location. During the sort, Package Handlers are responsible for the physical loading, unloading and/or sorting of packages by hand, including lifting, pushing, pulling, carrying and placing, in a safe and efficient manner. Package Handlers may be assigned to or rotate through various areas and positions such as Loader, Unloader and Quality Assurance. Individuals who are interested in being considered for a Package Handler position are required to attend a sort observation before completing an employment application. During the sort observation, interested individuals will have the opportunity to view an actual sort in operation and obtain a realistic preview of the Package Handler job

**Weight and Inspection Coordinator** ISGF - Des Moines, IA [www.indeed.com](http://www.indeed.com) \$14 an hour - Part-time The Weight and Inspection Coordinator typically inspects suspicious shipments for erroneous commodity descriptions. As the service center's resident detective, the W&I Coordinator gathers, records, and reports evidence to prove the true nature of questionable shipments. Also, the W&I Coordinator makes customer calls jointly with Company sales staff to determine the proper classification of customer products MINIMUM REQUIREMENTS Working knowledge of rules and regulations pertaining to the motor freight industry.2. Effective verbal, written and interpersonal communications.3. Demonstrated ability to work independently and handle customer relations professionally.4. Shift is 5pm to 10/10:30pm Monday through Friday. Required education: High school or equivalent Required experience: Working knowledge of rules and regulations pertaining to the motor freight industry.: 1 year Effective verbal, written and interpersonal communications.: 1 year Demonstrated ability to work independently and handle customer relations professionally.: 1 year Shift is 5pm to 10/10:30pm Monday through Friday.: 1 year

**Helpdesk Analyst (Entry Level)** TEKSystems Des Moines, IA Responsible for ensuring proper computer operation so that end users can accomplish business tasks. This includes receiving, prioritizing, documenting, and actively resolving end user help requests. Problem resolution may involve the use of diagnostic and help request tracking tools, as well as require that the individual give in-person, hands-on help at the desktop level. ESSENTIAL DUTIES AND



**RESPONSIBILITIES:** Fields incoming help requests from end users via telephone, in person, and e-mail in a courteous timely manner. Records, tracks, and documents the help desk request problem-solving process, including all successful and unsuccessful decisions made, and actions taken, through to final resolution. Prioritizes and schedules problems. Escalates problems (when required) to the appropriately experienced technician. Applies diagnostic utilities to aid in troubleshooting. Accesses software updates, drivers, knowledge bases, and frequently asked questions resources on the Internet to aid in problem resolution. Identifies and learns appropriate software and hardware used and supported by the organization. Performs hands-on fixes at the desktop level, including installing and upgrading software, installing hardware, implementing file backups, and configuring systems and applications. **EDUCATION AND/OR EXPERIENCE:** Associates degree (A.A.) or equivalent from two-year College or technical school in the field of computer science; or two years of related experience and/or training; or equivalent combination of education and experience. **QUALIFICATIONS:** Knowledge of basic computer hardware, including PCs, Servers, and Printers. Attention to detail and strong oral and written communication skills. Ability to identify and resolve problems in a timely manner.

**Line Cook** Goldfinch - Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities

Set up and stock stations with all necessary supplies Prepare food for service (e.g. chopping vegetables, butchering meat, or preparing sauces) Cook menu items in cooperation with the rest of the kitchen staff Answer, report and follow executive or sous chef's instructions Clean up station and take care of leftover food Stock inventory appropriately Ensure that food comes out simultaneously, in high quality and in a timely fashion Comply with nutrition and sanitation regulations and safety standards Maintain a positive and professional approach with coworkers and customers Required education: High school or equivalent

**Sales Associate/Cashier** Citi Trends - Des Moines, IA [www.indeed.com](http://www.indeed.com) ESSENTIAL DUTIES AND

RESPONSIBILITIES include the following. Other duties may be assigned.- Processing freight- Assisting with the taking price changes/markdowns- Balances his/her register according to company policy- Calls out prices for customer when ringing register transaction- Bags merchandise efficiently when completing a customer's transaction- Handles all cash, checks and credit cards correctly and by company policy- Required experience: Retail: 1 year

**Style Specialist/Sales Associate** Part Time Charming Charlie West Des Moines, IA

[www.indeed.com](http://www.indeed.com) At Charming Charlie we create irresistible jewelry, accessories, clothing and curated lifestyle collections to bring out your personal style. Our Mission is to make life more colorful with chic, effortless styles for really big days and those just-as-important every-days. The Style Specialist will shop with the customer helping to put together looks that compliment her style in a way that is fun and playful, leaving her feeling confident and at ease in a style that's her own. Our ideal candidate has a warm and friendly personality and believes the perfect accessory has the power to make you feel great about yourself. Requirements Must Haves: Outgoing and engaging personality Ability to engage in conversations and ask questions



to uncover customer needs Demonstrates effective listening skills Interest in fashion and can speak to current trends Background in a service oriented/results driven field preferred Previous sales or customer experience preferred Ability to thrive in a fast paced environment Multi-lingual is beneficial Must be eligible to work in the U.S.

**Bilingual Wireless Sales Consultant** The Retail Outsource Companies (TROC) - Des Moines, IA [www.indeed.com](http://www.indeed.com) About the Position: The Wireless Sales Consultant is responsible for maintaining outstanding customer service as per Company standards, generating sales to meet a minimum quota. A Wireless Sales Consultant must ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge, and all other aspects of customer service. The Wireless Sales Consultant must maintain an awareness of all promotions and advertisements, must aid customers in locating merchandise, and is responsible for any other tasks as assigned by the Wireless Manager/Management. High school diploma or equivalent is required Experience in the wireless industry OR at least 1 year of aggressive sales experience. Willing to greet approaching and passing customers in an effort to boost sales willing to participate in continuous learning and training in an industry that is constantly changing. Willing to adhere to "retail hours." Ability and willingness to work nights and weekends is a must. Required language: Spanish

**Administrative Assistant** Green Plains Inc. Des Moines IA [www.inseed.com](http://www.inseed.com) Essential Functions include but are not limited to the following: Answers phones and greets and directs visitors to the facility. Processes, sorts and distributes both incoming and outgoing mail as well as other deliveries and outgoing shipments. Monitors and process local managers credit cards and process expense reports. Coordinates employee programs. Orders and keeps inventory of office supplies. Runs office errands and makes travel arrangements for both outgoing and incoming staff members. Maintaining DOT files/logs. Managing Fuel receipts Processing purchase orders and invoices Assist in maintaining project schedule assist time reporting of temporary labor. IFTA mileage tracking other projects and duties as assigned by management. Requirements Knowledge, Skills and Abilities •Detail-oriented; proficiency for accuracy; dependable; positive attitude; team player Strong MS Office experience and proficiency with developing and using spreadsheets and/or databases. Ability to multi-task and take ownership of assigned projects Good communication skills, both written and verbal Essential Requirements: High school diploma or equivalency preferred. One or more years' experience in an administrative role in a fast paced environment.

**Inbound Customer Service Representative** Career Fair September 8 4-7pm  
CDS Global Join us for open interviews during our Career Fair on Thursday, September 8 from 4-7pm. We are located at 1901 Bell Avenue in Des Moines. (Please apply prior to the Career Fair via the link above) What You Will Do...Customer Service Representatives receive inbound calls and provide exceptional customer service to consumers in the magazine and products industry. This includes responding to product and service inquiries, processing payments, updating





accounts and upsell/cross-selling customers from around the globe while continually performing and meeting production standards. Minimum typing requirements of 25 wpm Simultaneously navigate multiple PC screens and systems

**Seasonal Sales Associate** Part-Time Headway Workforce Solutions Des Moines, IA [www.indeed.com](http://www.indeed.com) On behalf of Hickory Farms, Headway Workforce Solutions is seeking Part-Time Seasonal Sales Associates to create the memorable retail experience that has come to define the Hickory Farms tradition of quality and excellence. Requirements

High school diploma or GED Background in retail or customer service Ability to lift 25-50 pounds, kneel down, and stand for long periods of time Must have a passion for people and loyalty to the Hickory Farms brand Excellent communication and interpersonal skills

**All Merchandise Positions** - Part-Time Only Hallmark Ankeny, IA 50023 [www.indeed.com](http://www.indeed.com) Basic Qualifications: Eligible to work in the United States Able to read, understand and communicate in English Must have transportation to report to assigned location(s) on time as scheduled Able to operate hand-held technology provided Have access to Wi-Fi Willing to work a flexible schedule, including possibly the day before and after major holidays, including weekends Must be at least 18 years of age HS Diploma/GED

**Seasonal Help** Nobbies Ultimate Party Store - Clive, IA [www.indeed.com](http://www.indeed.com)

This is what you'll do... Help guests find the greatest costumes for this Halloween season Stock fun product to take guests' costumes to the next level of awesome Prep the store to allow guests to feel like they are walking into Halloween every day Have fun being part of the Halloween season Qualifications: 16 years or older Form of Transportation High School Diploma or equivalent preferred

**Garden Associate** Ruan Transportation Des Moines, IA [ndeed.com](http://ndeed.com) This is a seasonal/part-time position (April -- November) with 20 to 30 hours per week/flexible schedule. Looking for someone with basic landscaping/gardening skills and knowledge to work in high profile gardens in the Des Moines area. Gardening/landscaping duties to include, but, not limited to; Digging, pruning, trimming, weeding, fertilizing, watering, dividing and lawn mowing. Candidate must be able to bend, reach, kneel and lift 50 -- 70 pounds. Must also have reliable transportation and cell phone. Required education: High school or equivalent

**Team Member** (Seasonal) - 1652 (92604) Jo-Ann Fabric and Craft DES MOINES, IA

[www.indeed.com](http://www.indeed.com) We are currently seeking: Seasonal Team Members who can...

Provide customer service through direct interaction with customers and will assist with operational merchandising and receiving tasks throughout the store. Respond with a sense of urgency and respect to ensure friendly and helpful service for every customer. Process customer transactions throughout the store such as at the cash registers, cutting counters and/or custom business areas. Assist in receiving, stocking, organizing, and displaying product according to store standards. Maintain awareness of and assist with price changes, plan-o-grams and promotional signage. Take pride in the store by maintaining the cleanliness, recovery



and operational standards throughout the store. Supports teamwork and collaboration with store leaders and other Team Member to join our team, you must: Be at least 16 years old. Those team members hired at the ages of 16 or 17 will perform specific cashiering responsibilities and light stocking only. Successfully pass a background check. Be available to work a flexible work schedule, including days, evenings, weekends and holidays. Have a willingness to learn and develop your fabric and craft product knowledge. In addition to the above, the Team Members who are most successful at Jo-Ann are those with the values of inspiration, compassion, accountability, respect and engagement.

**Garden Center Merchandiser** in West Des Moines, IA Plant Essentials Inc West Des Moines, IA We are looking for garden center merchandisers to work in major big box retail locations. If you enjoy working with plants, being outdoors, and want to work for a dynamic company with great opportunity, then join our team. We offer competitive pay rates and customizable schedules! Full time and Part time opportunities are available for merchandiser positions with varying hours throughout the year. Our general laborers assist nursery personnel by: Merchandising plants and seasonal products organized by category The ideal candidate will have merchandising experience, horticulture knowledge or landscape experience; training is also available for enthusiastic gardeners and hardworking individuals with a desire to learn more about the lawn and garden industry. Merchandisers must also have a positive and professional attitude, reliable transportation, home/cellular phone contact, valid e-mail address, and be able to pass required background check.

**Medical Records Clerk** Wolfe Eye Clinic - West Des Moines, IA [www.indeed.com](http://www.indeed.com)

The main duties of this position include pulling, filing, creating new patient charts, and printing daily appointment lists. Other duties include scanning and uploading documents, locating charts in other offices, distributing faxes, and other office administrative tasks as assigned. 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 may be required.

**BDC Representative** Gregg Young Chevrolet of Norwalk - Norwalk, IA [www.indeed.com](http://www.indeed.com)

As a GM Business Development Center (BDC) Representative, you will be responsible for setting appointments for GM customers. Reporting to the BDC Manager, you will become part of a championship team on the cutting edge of automotive business development. We offer you a professional work environment with continuous training and performance excellence.

**RESPONSIBILITIES** Drive traffic for the service or sales departments by setting appointments for prospective customers Handling incoming calls and following up on customer visits

Responding to Internet lead requests following up with past customers Forward customer concerns to the proper Department manager for follow up **SKILLS AND EXPERIENCE**

Must be willing and able to make 100 calls per day excellent attendance required

Must have top-notch communication skills (good verbal skills and a clear speaking voice)



Must be comfortable with computers and technology systems Strong drive and desire to meet and exceed production goals Pleasant and engaging personality Call center experience a plus Excellent attention to detail must submit to and successfully complete background check and drug screen required education: High school or equivalent

**Direct Support Associate** 16-2336 Des Moines, IA [www.indeed.com](http://www.indeed.com) JOB DESCRIPTION

Responsible for assisting individuals served in various aspects of activities of daily living, while ensuring compliance with regulatory requirements and company policies and procedures. This position is responsible for the health, safety and emotional support of the individuals being served. REQUIREMENTS High school diploma or equivalent Must be 18 years of age Driver's license with approved driving record

**Collections Specialist** Spanish Speaking Intoxalock Des Moines, IA [www.indeed.com](http://www.indeed.com) The Collections Specialist will be responsible for following up with past-due customers to collect monies due and offer solutions that will bring their accounts up-to-date or back into compliance. With these interactions you will need to: develop and maintain professional interpersonal communication with all customers, use critical thinking skills to negotiate agreeable payment terms, comply and be knowledgeable on all federal and state laws governing the collection of accounts and assist in projects for other team members. Essential Functions of the Job Make outbound calls to customers who have passed their required servicing date, using both manual and auto dialing mechanisms. Make outbound calls to post-removal customers to recoup any monies owed. Ability to analyze account data and negotiate settlements and/or payment plans, when applicable. Utilize judgment to identify options, weigh variables & make critical decisions, in the best interest of the company. Ability to skip trace, review & resolve account and customer service issues. Complete additional duties/projects, as assigned. Other duties as assigned. Job Requirements 2+ years of experience in a Customer Service, Collections or Sales environment. 1+ year of direct-to-consumer Collections experience strongly preferred. Excellent written & verbal customer service skills. Strong problem-solving & critical thinking skills. Strong organizational & analytical skills. Ability to multi-task in a fast-paced, call center environment. Experience working in a high volume environment. Spanish speaking - Bilingual English and Spanish

**Management Team Member** Earl May Seed & Nursery - Ankeny, IA [www.indeed.com](http://www.indeed.com)

Are you a decisive self-starter who can motivate people and loves a challenge? Earl May Garden Centers, a recognized leader in the industry and a growing progressive company is looking for employees for our management team in our Ankeny location. We need independent, outgoing individuals who will constantly strive to be number one. Someone who likes to problem solve, take responsibility for their decisions, enjoys working with and through others and thrives working in a fast paced environment. We offer an excellent benefits package. Job Type: Full-time.



**Facilities Technician** Calvin Community - Des Moines, IA Keep facility structure, mechanical equipment and machines in good repair. Tasks include carpentry, repairing electrical or mechanical equipment, installing new equipment; and repairing buildings, floors, or stairs. Potential for advancement! This is a great opportunity for someone looking to build hours toward HVAC certification. EDUCATION High School Diploma or equivalent  
EXPERIENCE Demonstrated proficiency in electrical, plumbing and mechanical repair  
Knowledge of NFPA Life Safety and related standards Minimum of one year facilities maintenance experience. Experience in a healthcare setting preferred

**Assisted Living Tenant Assistant** MGM Healthcare Norwalk, IA [www.indeed.com](http://www.indeed.com) This position provides assistance to residents with tasks involving grooming and personal hygiene, assist with daily living activities including light housekeeping, providing dining services, and doing laundry, etc. Monitor and take action of changes in resident's condition and recommend adjustments in level of care and services. Interact with residents' families and provide status updates. Experience preferred but not required Certification not required.

**Administrative Assistant** Turner Construction Company WEST DES MOINES IA  
[www.indeed.com](http://www.indeed.com) Essential Duties and Responsibilities Act as liaison between supervisor and others (i.e., departments, external contacts, subcontractors, clients, etc.).Oversee/process day-to-day administrative items: mail, overnight mail, packages, expense reports, checks, etc. Compose and/or edit/distribute letters, memos, reports and other departmental correspondence on time. Keep track of when recurrent reports are due and meetings are scheduled, including maintaining lists of recipients and/or participants. Process orders and reports as required and respond to requests for information. Process invoices for payment.. Set up and maintain files. Order and maintain all office supplies. Maintain calendars with vacation dates, schedule/confirm meeting dates, etc. Arrange travel, hotel, and car reservations and prepare itineraries. Set up for meetings (coffee, lunch, etc.)Answer phones and direct calls. Photocopying, filing, and sending faxes.

**Cleaning Specialist** Chicks who Shine LLC - Indianola, IA [www.indeed.com](http://www.indeed.com) Chicks Who Shine LLC is hiring for a full time position as well as a part time position. We are looking for a person that is detailed oriented and a self-starter. This company is growing and we want you to grow with us. Salary is negotiable and does have benefits. The candidate must have a valid driver's license and current car insurance, and also must be able to pass a background check. Preferred cleaning experience but not required.

**Field Support Representative** Canon Business Process Services, Inc. Requisition Num 23420  
Des Moines IA [www.indeed.com](http://www.indeed.com) The Field Support Representative provides administrative support for key clients within a designated geographic area and does require local travel. This position is a key part of our team, providing ongoing support to locally based clients  
Responsibilities: Receive, sort, and deliver all incoming mail & packages according to assigned floors and within established time frames. Wrap, seal, weigh, affix postage and dispatch all outgoing mail/packages in accordance with postal regulations. Prepare outgoing items for



shipping Prepare special outgoing inter-office pouches sent to client affiliates as scheduled (if applicable) Package and process outgoing overnight items, i.e. Federal Express, UPS, etc., to meet client and vendor deadlines. Log and deliver incoming overnight packages within established time frames Log outgoing and incoming items as required and review for accuracy/completeness Organize and distribute supplies to client employees as detailed in job requests. Verify and log orders upon delivery. Monitor inventory of copy supplies, stock paper and toner and keep supply area neat (inclusive of convenience copiers) Qualifications: High School Diploma or GED Excellent customer service, professional attitude and appearance 2 yrs professional office experience Ability to work overtime and meet deadlines

**Warehouse Materials Operations Specialist** IES Communications Des Moines, IA  
www.indeed.com The Materials Operation Specialist will act as the main point of contact for facility requests and repairs while working in accordance with 5S organization and Lean principles Education, Certification, License, and Skill Requirements: Must have High School diploma or GED equivalency. Must have a minimum of two (2) years' experience in a warehouse environment. Must have a basic understanding of operating systems (SAP, Spectrum). Must have intermediate to advanced skill level using Windows, Word, Excel and Outlook. Must be able to meet Company minimum driving standards. Must be able to use power tools. Must have knowledge of and experience with labeling and storing inventory Must have the physical agility to conduct warehouse inventory. Knowledge of 5S and Lean environments a plus. Must be able to obtain a DOT certification.

**Meat Cutting and De-Boning** Requisition ID1007 Pine Ridge Farm, Des Moines, IA  
www.indeed.com Meat Cutting and De-Boning of fresh pork products

**Picking Associate** (Entry Level / Warehouse / General Labor) Homemakers Furniture Des Moines, IA www.indeed.com Job Responsibilities In this entry-level warehouse role, you will be unloading, locating, and picking product, safely, accurately, and efficiently while maintaining a positive attitude. The job requires heavy lifting for an extended period, operating a lift, and proper handling of product. Specific qualifications include: High school diploma or GED