



Sample Job List Week December 19 – December 23

***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. ***

Patient Account Representative -Follow Up - (JOB ID: 20385) UnityPoint Health System Services Des Moines, IA www.indeed.com Essential Functions & Responsibilities: Follow up to all third party payers and self-pay accounts documenting appropriate information thoroughly on accounts. Institutes necessary action to edit lists daily to ensure completed claims are submitted for payment in a timely manner. Processes re-bill accounts as appropriate. Alerts managers of any edits that may improve the billing process. Demonstrate a professional image in dealing with the public, patients, families, and vendors. File all secondary insurance claims with appropriate EOB's daily to avoid timely denials. Obtains required attachments for claims forms from the various departments Perform credit-balance accounts on a weekly basis. Maintains regular and consistent attendance at work. Participates in departmental and interdepartmental meetings as appropriate. Qualifications/Experience: 10 key calculator skills required. Ability to type 30 WPM. Ability to read, speak, and write fluent English. Data entry experience preferred. Previous experience with filing of medical insurance claims preferred .Familiarity with computers (Microsoft Office applications) preferred. General office experience desirable .Requires highly developed communication skills to effectively work with all levels of management throughout the UnityPoint Health, its subsidiaries and affiliates. Excellent academic credentials with a track record of professional accomplishments, which demonstrate superior performance, leadership and vision. Possesses excellent written and verbal communications. Ability to work as a team member, creating and maintaining effective working relationships. Ability to understand and apply guidelines, policies and procedures.

Store Team Member Caribou Coffee Part Time Des Moines, IA www.indeed.com Position Mission: Responsible for providing superior guest services in a welcoming and friendly atmosphere. This position is responsible for greeting guests, taking guest orders and payment, preparing and delivering coffee and non-coffee products in a timely manner, and creating a positive energetic atmosphere for the guest. Required Experience: Restaurant, retail or guest service experience preferred. May require the ability to work early mornings, evenings, some holidays and/or weekends. Must be at least 16 years of age. Functional Skills: Knowledge of basic store operations. Ability to assist in training of new Team Members in store roles preferred. Ability to motivate other Team Members preferred.

Dispatcher Seneca Companies, Inc. - Des Moines, IA www.indeed.com Responsibilities include: Provide proper coverage of the service phone lines during normal working hours. Receive service requests from internal and external customers. Schedules Service Technician s workloads by utilizing GPS and prioritizing calls and also dispatch s the calls out in a timely manner. Writes work orders based on capturing all information from the customers. Communicate any necessary information with customers and technicians. Customers must be



informed of schedules, changes in schedules, parts and equipment needs. Verifies customer credit status (i.e. warranty, COD, Credit Hold). Follow up with customers as needed
Notifies the Answering Service of changes in names and numbers of Service Techs, and tells them who is on call. Other duties as assigned
Qualified Education/Background: 1 - 3 years of prior experience with dispatching or customer service. High school education, including course work in computers. Excellent communication skills both verbal and written. Organization skills and problem solving. Must be able to work on multiple tasks and make quick decisions.

Financial Services Representative (Teller) University of Iowa Community Credit Union West Des Moines, IA www.indeed.com As an FSR you will work in tandem with other Financial Services Representative and Account Executives to deliver our members outstanding service and proactively promote our superior credit union products on a daily basis! Strong candidates will possess prior sales experience with a history of proven results, an unparalleled focus on delivering exceptional customer service, and have experience/be comfortable with computer systems/programs (MS Word, Excel, Outlook, and Windows). In addition, accuracy, attention to detail and multi-tasking abilities are a must. If you enjoy sales and service, possess an outgoing personality, and consider yourself a goal-oriented person this is your opportunity! Job Requirements/Expectations: Interpersonal skills to represent the Credit Union in a positive way during member contact. High energy with the ability to approach individuals and engage in a conversation to successfully win business and open accounts. Completion of the Service Blocks Program within designated deadlines. Accuracy in the handling of cash and recording daily transactions. Good oral communication skills and the ability to produce written communication. Ability to follow oral and written instructions. Good telephone manners and techniques. Ability to use and understand written material. Ability to work with minimal direction and exercise sound judgment. Ability to perform basic math calculations. Member account problem-solving skills. Proficiency with related computer applications, spreadsheets, word processing, and database applications. Ability to develop and maintain effective working relationships with co-workers. High school diploma or the equivalent (i.e. GED). Cash handling, sales, and customer service experience desired. Must be bondable. Reports to work punctually, works all scheduled hours, and works overtime as necessitated by business demand.

Office Assistant Bonnie's Barricades - Des Moines, IA www.indeed.com We have an opening for a Contract Administrator. The individual will be responsible for working with contractors including reviewing contracts, coordinating equipment deliveries and pickups, setting up project files, recording certified payrolls, tracking and recording contract payments, bill preparation, tracking contract documents, back up on phones and other duties as assigned. Qualified applicants will have the ability to effectively interact with various personalities, have excellent verbal, written and telephone skills, be organized, and comfortable with manual bookkeeping and office equipment. The right individual will also enjoy working with and serving people. Preferred individuals will have at least two years of applicable experience



Secretary Part Time Children's Therapy Services - West Des Moines, IA Part-Time Secretary
Ideal Candidate Possess: Prefer experience in a medical setting Excellent oral and written communication skills (spelling, grammar, sentence structure and punctuation) Detail oriented Effective organization and time management skills Flexible demeanor, positive attitude, adaptable and accepts change well Ability to follow oral and written instructions and perform detailed clerical work Proficient with Microsoft Office products Ability to type 60+ words per minute with accuracy Responsibilities: Typing evaluation and progress summary reports as submitted by physical, occupational and speech therapists Assist in answering phone, taking and following through with messages Assist with patient chart set up and discharge Assist with obtaining and tracking prior approval for therapy visit Placing phone calls to physician practices for therapy orders Entering accurate data into Therapy specific software Other duties as assigned by the Medical Secretary and Administration Position Requirements: High School graduate. Prefer Associate Degree Proficient and accurate keyboarding skills Proficient knowledge and use of the internet.

Front Office Supervisor Staybridge Suites Des Moines Downtown - Des Moines, IA
www.indeed.com coordinates the front office activities of the hotel to ensure guest satisfaction and to maximize hotel profitability. Motivates and encourages staff to provide high-quality guest service while providing support to the General Manager Education/Experience: High School Diploma or GED equivalent. 6 months to 1year related experience and/or equivalent combination of education and experience. Special consideration will be given to those who exhibit exemplary performance. Certification and/or License Requirement: Alcohol awareness certification.

Custodian Part Time Midwest Maintenance Des Moines, IA We are looking for a dynamic individual to take long-term ownership of maintaining our client's facility. The ideal candidate will have a resume that proves his/her stable work history, previous industry-related experience, customer service skills and solid communication skills. You must meet the physical requirements for this position such as lifting, pulling, pushing, standing, walking, bending, etc. Experience in cleaning is a PLUS!!!! Basic duties and responsibilities include, but are not limited to: Takes care of customer's needs in a prompt, efficient and friendly manner throughout your account. Responsible for account cleanliness and appearance, inside and / or out. Including but not limited to sweeping, mopping, dusting, vacuuming, scrubbing, sanitizing, waxing, buffing, carpet extracting. Installs and replaces towel, paper, and soap products when needed. Empties the trash and replace trash liners. Crushes cardboard as required. Responsible for equipment cleanliness and reports to supervisor when equipment is damaged. Adheres to company policies and individual account guidelines. Reports to work when scheduled and on time, using proper clock in and clock out procedures.\ Required experience: Custodial: 1 year, cleaning: 1 year

Guest Service Representative/Night Auditor Part-time Hampton Inn & Suites West Des Moines Mills Civic Parkway - West Des Moines, IA www.indeed.com Duties include Guest Check In and Guest Check Out, Customer Service and work closely with all other departments to ensure prompt response to guest requests and needs. Qualified applicants should have great customer



service skills, a great personality, general computer knowledge and excellent communication skills. Must have flexible schedule to accommodate scheduling of both morning, afternoon, and nights. A successful candidate will be friendly and enjoy greeting & interacting with guests

Cleaning Technician-nights/weekends/days The Queen of Clean West Des Moines, IA
www.indeed.com The Queen of Clean is hiring part-time or full time cleaner--Day position and Part-time/full-time night and weekend position. Hiring for good hard workers. Hourly rate plus mileage reimbursement. Starting wage can increase within 90 days based on job performance. 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.

Shipping and Receiving Materials Handler Summit Products, Inc. - Altoona, IA
www.indeed.com To ship, receive, and deliver supplies, materials and equipment, and maintain inventory control and records; perform related work. Shipping and Receiving: Receives and unloads freight both manually or with equipment such as forklifts and pallet jacks; checks for damaged goods; verifies quantity and quality of order; verifies items received with purchase order; wraps, packages, and ships supplies; delivers and retrieves supplies to and from work or storage areas; tags and issues supplies; stocks shelves and rotates inventory; may receive, store, and ship flammable, explosive or caustic and hazardous material; may assemble and move furniture; may maintain equipment and vehicles. Inventory Maintenance and Clerical: Participates in physical inventories of warehouse and/or supply yard, maintains inventory records by adding or deleting supplies as they are shipped or received, operates a personal computer to access, enter/correct information, may provide advice regarding supplies or property including price and availability, may prepare damage claims for supervisor's review and signature, may coordinate disposal of surplus property and manage records retention. MINIMUM QUALIFICATIONS Some knowledge of basic math skills such as adding, subtracting, multiplying, and dividing. Experience: handling, storing, and shipping materials or supplies; operating material handling equipment; accessing information on a computer; reviewing documents for accuracy and completeness. Willingness to be trained on the operation of power and/or hand tools, greet individuals, bend, stoop, lift and move objects weighing up to 50 pounds; stand and walk continuously throughout an 10 hour shift; work in dusty and dirty conditions; handle and store hazardous materials; clean and maintain a safe working environment.

Certified Pharmacy Technician Walmart - West Des Moines, IA www.indeed.com
The primary purpose of the Pharmacy Technician is to assist Pharmacist and Pharmacy Manager with serving customers and maintaining the Pharmacy department. The incumbent is also required to perform all tasks in a safe manner consistent with corporate policies and state and federal laws. Certificates, Licenses, and/or Registrations: The Pharmacy Technician position requires the following licenses and/or certifications Pharmacy Technician certification and registration Completion of PTU in one calendar year Education: High school diploma or general



education degree (GED), pharmacy experience preferred but not required. Full time, mostly day time hours, infrequent weekends

Cashier Compass Group WEST DES MOINES, IA www.indeed.com 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.

Customer Service Specialist Part Time West Des Moines IA www.indeed.com Job responsibilities include: Flex as coverage between Checkout, Store Pickup and Customer Service as necessary Accountable for driving positive NPS results at Checkout, Store Pickup and Customer Service. Maintain professional communication with customers and peers while using cross-functional company resources and tools. Engage customers using soft skills while solving issues, providing end-to-end solutions with fast and accurate processing of transactions. Ensure Front of Store cleanliness and merchandising standard execution. Basic Qualifications: 3 months experience actively using and learning about customer electronics Prior experience in a team environment requiring clear, professional and effective communication Prior experience with recommending products, services or solutions to others Preferred Qualifications: High School Diploma or equivalent 3 months experience working in customer service or sales 3 months experience in retail stores or environments

Administrative Assistant I Job ID: 142281 CorTech, LLC West Des Moines, IA www.indeed.com Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Box Office/Cashier Cinemark West Des Moines, IA www.indeed.com Creates a welcome environment for Customers. Sells tickets to movies and special events. Provides movie and event information. Enforces film studio and theatre admission policies. Cleans and maintains the box office area. Responsible for security of cash and tickets. The Box Office Cashier may also be asked to double as the Concession Worker, Restaurant Worker, or Usher, as staffing needs require, and should, therefore, be able to perform the essential functions of those positions as well. Requirements Available to work evening hours, weekends, and holidays. Requires regular and consistent attendance. Must be at least 16 years of age. Accurate cash handling and math skills.



Merchandiser Doll Distributing LLC - Des Moines, IA www.indeed.com Doll Distributing LLC has immediate need for full-time Merchandisers to stock shelves and rotate products in designated grocery and super store center in the Des Moines area. This position is responsible for the performance of all duties within the objectives, standards, mission, and policies of Doll Distributing LLC, State of Iowa laws and regulations governing the beer industry, and brewery/supplier requirements. Stock shelves with products daily primarily at grocery stores and super store centers Stock all displays daily Comply with proper product rotation standards for product freshness and quality Fill all coolers daily Work product in back rooms of stores and condense back stock each time in store to keep these areas clean at all times Qualifications Must be 19 years of age High school diploma or GED Valid driver's license Ability to read and comprehend written instructions and information Ability to work within multiple locations within assigned territory Provide own transportation to and from multiple work site locations Must have insured personal vehicle for transportation between accounts and provide the company with updated insurance as it renews

Operations Clerk 2 Job ID 5302783 Wells Fargo West Des Moines, IA www.indeed.com Job Description Performs fairly routine general clerical tasks that require basic research or problem solving skills. Duties may include: processing payments, tickets, online entries, documents and/or items; researching and clearing suspense items; researching and processing adjustments to accounts on various systems; calculating or balancing routine accounting entries; researching straightforward customer issues; collecting data on logs and reports; sorting, matching, ordering and/or reconciling items; performing various data entry asks. Works under direct supervision following established procedures. Required Qualifications 6+ months of experience in a production or general office environment Desired Qualifications Ability to navigate multiple computer systems, applications, and utilize search tools to find information Good communication skills Attention to detail and accuracy skills Solid problem solving skills Working knowledge of Microsoft Outlook Working knowledge of Microsoft Excel

Patient Service Representative AVADYNE HEALTH Des Moines, IA www.indeed.com To make payment arrangements for outstanding hospital account balances with client patients and guarantors through inbound and outbound calling via use of an auto-dial system. To note information regarding account status as accounts are worked and promptly respond to customer inquiries. Education/Experience: High school diploma or GED required Prefer some college. Prefer minimum of two years of work experience in customer service or healthcare office setting with familiarity with medical billing cycles, processes and procedures Excellent verbal and written communication skills Provide excellent customer service on behalf of clients in a variety of situations including those that escalate Exceptional interpersonal, organizational, business communication and time management skills Proficient in basic PC applications; proficient in internal and client systems as needed; update and note account information; type at least 45 WPM; proficient with 10-key; become proficient in multiple client software systems as assigned. Strong attention to detail and follow-up skills



Concessionist Cinemark West Des Moines, IA www.indeed.com Creates a welcome environment for Customers. Sells soft drinks, packaged and/or bulk candies, popcorn, hot dogs, ice cream, coffee, and other food items to theatre patrons. Operates and cleans concession and/or restaurant equipment. Cleans, maintains, and stocks the concession stand and/or restaurant. Minimum Requirements Available to work evening hours, weekends, and holidays. Requires regular and consistent attendance. Must be at least 16 years of age. Accurate cash handling and math skills. Must be at least 21 years of age (for alcohol service). Must complete a Safe Alcohol Service training program (for alcohol service).

Customer Service Kmart Urbandale IA www.indeed.com Provides "World Class" Member Service by surprising and delighting our members every day. Creates feature displays that maximize gross margin dollars. Uses visual merchandising presentation to drive sales. Maintains unit integrity and pricing accuracy to prevent waste. Maintains ordering for maximum sales potential. Trains and coaches direct reports.

Teller Part Time Part-Time Wells Fargo Des Moines, IA www.indeed.com Tellers are the face of our company and represent Wells Fargo in the community. A Teller position with our team offers an opportunity to be part of one of America's greatest companies. Required Qualifications: 1+ year of experience interacting with people or customers Desired Qualifications Ability to navigate multiple computer systems, applications, and utilize search tools to find information. Basic Microsoft Office skills Cash handling experience Customer service focus with the ability to stay positive in interactions with customers and team members Experience offering products and services Experience working in a fast-paced environment Good communication skills including speaking clearly, succinctly, and accurately while using a pleasant tone and common conversational courtesies Multilingual speakers are encouraged to apply

Administrative Specialist Prelude Behavioral Services - Des Moines, IA www.indeed.com responds to clients both on the telephone and in person. Answers questions and schedules appointments. Assists clients with completion of intake and financial paperwork. Enters client information into the electronic recordkeeping system. Types and files forms, correspondence, and other documents. Provides assistance to counselors including scheduling appointments, making copies, maintaining and retrieving client files Generates service reports. Collects client fees for services and literature. Schedule will vary between 7:30 am and 8:00 pm Monday through Friday. May include an occasional Saturday from 8am to Noon or occasional Sunday from 4pm to 8pm. High school diploma or equivalent required. Proficiency with Microsoft Office, experience with multi-line telephone, and excellent communication skills are essential.

Sales office assistant Struthers Brothers Kawasaki Suzuki Triumph - Des Moines, IA www.indeed.com Struthers Brothers Kawasaki Suzuki Triumph is looking for an individual to help process vehicle sales deals and learn about and eventually participate in writing up vehicle sales with customers and presenting vehicle and financial protection products. This is an interesting and challenging position that involves securing loans for, customers and making sure



we are employing best practices to insure the dealership is in compliance with gov regulations. Part or full time, hours are flexible. The ideal candidate would have a desire to learn and provide excellent customer service. Compensation based on experience. Required education: High school or equivalent

Reimbursement Specialist (JOB ID: 19622) UnityPoint Clinics JOHNSTON IA www.indeed.com
Post insurance payments/adjustments per payer specific guidelines. Work on projects as assigned by manager. Serve as a resource to staff within the department and the Billing Office. Provide support and training to new employees. Post patient payments. Perform billing-related duties for clients per billing service agreement (i.e. charge entry) Maintain daily reconciliation/balancing documents per protocol. Prepare documents for secondary claim filing. Maintain current knowledge of payer specific requirements by attending workshops, reading newsletters and acting as a liaison in payer meetings. Qualifications: High School or Vocational School graduate. Previous experience coding diagnoses and procedures with ICD-9-CM and CPT. Knowledge of medical terminology, anatomy and physiology. Knowledge of medical billing and collection practices. Knowledge of governmental legal and regulatory provisions related to collection activities.

Office Assistant Custom Electrical Services - Clive, IA www.indeed.com Description of tasks: Answer the phone. Enter the customer's information into the computer. Dispatch our technician. Call some customers for appointment reminders. Send out some mailers. Enter some Warehouse Order Picker-K1700137 Scholastic Urbandale, IA www.indeed.com Job Requirements Assist in the assembly of book fairs, by packing/unpacking metal cases, boxes, and displays with book and non-book product, according to established process and procedure and meeting productivity and quality standards. Demonstrate proficiency in packing all components and sub-components for all cases, boxes, and displays, with accuracy and quality. Ensure condition of all outbound cases, boxes, and displays are clean, safe, and in good condition. Learn and demonstrate basic scanner proficiency, i.e. scanning books that are out of stock Responsible for the careful handling of all tools and merchandise at all times. Utilize proper techniques for lifting, packing, and handling heavy objects, climbing ladders and pushing/pulling display cases. Maintain attendance and punctuality as required by assigned work schedule and within company standards. Drug and alcohol free policy compliance; background checks are completed on all new hires. Qualifications High School Diploma or GED Certificate preferred. Ability to demonstrate basic product scanner proficiency (i.e., ordering replenishment) effectively with minimal errors. Strong team player and the ability to get along with co-workers. Good verbal/written communication skills, basic math skills, and ability to read documents such as safety rules, operating instructions and procedure manuals. Forklift experience is a plus (If certified – must be at least 18 years of age). Job information into the computer. And perform some normal day to day office stuff. Required education: High school or equivalent

DM Product Management Technician 1 LifeServe Blood Center Des Moines, IA www.indeed.com Essential Responsibilities of This Position: Performs assigned tasks and



procedures as they pertain to manufacturing, storage and distribution of blood and blood-related products. Product labeling Irradiation of blood products Receiving and fulfilling orders. Proper packing of blood products for transport / Arrange for transport and delivery of blood products to hospitals Tracking and reporting on product inventory Addresses procedural, technical and equipment problems Identify, troubleshoot and document problems that may influence the quality or completion of shipping and component manufacturing. Must maintain confidentiality of LifeServe Blood Center donors, employees, financial and proprietary records Other Requirements: High school diploma or equivalent is required Offers of employment are contingent on the successful completion of pre-employment, post-offer drug testing and background checks.

Receptionist Part Time Charles Gabus Automotive - Ankeny, IA www.indeed.com Job Responsibilities Answer incoming phone calls to the dealership Greet Customers that come in the front door Connect customers with the appropriate person to help them The ideal Candidate Has Customer Service Skills Is able to work Monday and Wednesday 5pm until 8pm and every other Saturday 8am until 6pm Has a valid driver's license Has a professional appearance

Claims Customer Service Rep I Job ID: 44090 Nationwide Mutual Insurance Company Des Moines, IA www.indeed.com JOB SUMMARY: Serves as first contact with Claims customers. Takes Notice of Loss for routine claims from policyholders, claimants and others. Utilizes computerized system(s) for information gathering; takes manual loss reports as necessary. Makes claim referral decisions and verifies coverage. Answers questions from and gives direction to policyholders, claimants, agents and others Education: High school studies. Post-high school studies preferred. Experience: One year related work experience preferred. Patrol Officer Securitas Security Services USA West Des Moines, IA www.indeed.com Securitas, USA currently hiring Patrol Officers the downtown Des Moines area. These positions include foot patrols and report writing. You must have great customer services skill and attention to detail. As a Security Officer, you will observe and report activities and incidents at an assigned client site. This will include providing for the safety of client property and personnel while making periodic tours to check for irregularities and to inspect protection devices and fire control equipment. Some posts may include sitting in a guard shack and / or require extensive walking. Required education: High school or equivalent

Security Officer Full Time Securitas Security Services USA West Des Moines, IA www.indeed.com Job Responsibilities: As a Customer Service Security Officer, you will be responsible for observing and reporting activities and incidents at an assigned client site. This will involve, providing safety of client property and personnel, while making periodic tours to check for irregularities and to inspect protection devices and fire control equipment. Specific responsibilities for this customer service role include: Willingness to submit to and pass pre-employment screening process, to include drug screen and background investigation Required education: High school or equivalent



Customer Service Rep 1 Client Processing Wells Fargo Des Moines, IA www.indeed.com This position is with Client Processing, a department within Retail Service that is responsible for handling incoming calls from merchants on a wide a variety of inquiries related to their consumer finance programs and card member applications and/or accounts. Our Customer Service Representatives (CSRs) are responsible for responding to incoming calls for routine and complex customer inquiries regarding credit card products and services: Quickly answer customer inquiries in a friendly and courteous manner Deliver exceptional service to our customer by going out of the way to please them Provide first call resolution, while following strict procedures that meet compliance guidelines Identify and offer customers the products and services they need and want to succeed financially Required Qualifications 1+ year of experience interacting with people or customers, demonstrated through work, military, or education Ability to effectively listen and elicit information Ability to navigate multiple computer systems, applications, and utilize search tools to find information Ability to troubleshoot common computer problems Basic Microsoft Office skills