



Sample Job List Week December 5 – December 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. ***

Customer Service Representative ALORICA Des Moines, IA www.indeed.com **JOB SUMMARY** Your mission is to offer customer support through phone, email, online chat or social media to customers who have questions, concerns or confusion around a particular product or service. Talks to customers over the phone, email, online chat or social media to resolve their questions or concerns Maintains and updates customer information as necessary Calmly attempts to resolve and de-escalate any issues Escalates calls to supervisor when necessary and appropriate **Minimum Education and Experience:** High School Diploma or GED required; college degree preferred **Customer service experience a plus** Phone-related customer service a major plus **Familiarity with Microsoft Windows, Word, and Excel applications Bilingual language skills a plus** **Knowledge, Skills and Abilities:** Knowledge, Skills and Abilities: Stellar customer service skills – and an overwhelming desire to make lives better, one interaction at a time Ability to use phone and computer systems Excellent oral and written communication skills Strong listening/comprehension skills Ability to stay composed and objective Conversational, patient and confident, with a positive attitude

Usher Part Time Cinemark West Des Moines, IA www.indeed.com Ushers may be designated “Usher-B” (Booth Ushers) in theatres with 35mm projectors after proper training. The Usher may also be asked to double as the Box Office Cashier, Concession Worker, or Restaurant Worker, as staffing needs require. **ESSENTIAL JOB RESPONSIBILITIES** Greets Customers and visitors. Announces information (seating availability, promotions, etc.) Tears tickets and directs Customers to an auditorium. Helps Customers find seats and invites Customer seating changes when the auditorium is full. Monitors auditorium for unruly behavior and movie presentation and sound quality. Cleans auditorium between each showing. Keeps theatre property clean and free from debris (lobby, aisles, restrooms, auditoriums, exits, parking lot, etc.) Changes marquee information when needed. **REQUIREMENTS** Minimum Requirements Available to work evening hours, weekends, and holidays. Requires regular and consistent attendance. Ability to communicate with all ages, genders, and personalities. Ability to effectively and regularly converse in and comprehend in English. Ability to communicate and make announcements requires a clear speaking voice

Material Handler/Forklift Operator Capital City Fruit - Norwalk, IA www.indeed.com The Production Material Handler will retrieve, store and manage pallets of produce, packaging supplies, and materials efficiently in the Production department. This will include frequent operation of hand jacks and Stand up forklifts to enable material movement and transferring in three high selective racking and three high push back racking setups Bring product to lines in a timely manner as required. Assist in line transitions from one product to another. Be aware of locations of raw product and supply items. **Qualifications** Experience with pallet jacks and



standup forklifts — at least 6 months. Must have certification or be able to pass for certification within 1 week of hire. Experience with selective and or push back racking with heights up to three levels.

Maintenance\ Housekeeping Pilot Flying J Urbandale, 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. Must be able to work a flexible schedule of nights, days, weekends, and holidays Required license or certification: Driver's License

Cashier/Customer Service Pilot Flying J Urbandale, IA www.indeed.com Must be able to work a flexible schedule of nights, days, weekends, and holidays Experience in a similar position or proficiency in a similar task

Coffee Shop Barista Hy-Vee West Des Moines, IA www.indeed.com As a Coffee Shop Barista, this position will be responsible for reviewing and filling customer orders for the day, handling food in a safe manner and ensuring the work area is always clean and neat Education and Experience: Less than high school or equivalent experience and six months or less of similar or related work experience.

Fire Alarm Inspector -Midwest Alarm Services Per Mar Des Moines, IA www.indeed.com The primary function of this position is to provide reliable, high quality customer support through on-site maintenance, inspection and preventive services performed on all fire & security equipment. Perform fire protection inspections and preventive maintenance services on client Fire Alarm Systems. Licensure/Certifications: Must be able to obtain specified license to perform work in the security industry according to the rules and regulations prescribed by the State in which the branch operates. Must have a valid driver's license and good driving record. Must be able to obtain NICET level certification within a prescribed time frame. Education and/or Experience: High school diploma or general education degree (GED) is required. Degree in electronics or related field is preferred. Previous experience preferred in inspections and fire alarm systems is required.

Guest Services Assistant Manager Sheraton West Des Moines Hotel - West Des Moines, IA www.indeed.com The ideal candidate will maintain a high quality of services offered to guests through management of the functional areas of reservations, guest registration, bell services, telephone services, and guest accounting so as to maintain established operational standards and maximize profits of the hotel. REQUIREMENTS: Use personal judgment and specialized knowledge to give information to people Communicate well with many different kinds of people. Excellent attendance and punctuality Education: HS Diploma or equivalent Experience: Minimum 1 year guest services, general office, accounts receivable, or customer service experience; OR an equivalent combination



Hotel Night Auditor PM shift Part Time Fairfield Inn & Suites West Des Moines, IA
www.indeed.com The Fairfield Inn and Suites is looking for a new addition for our hotel. Applicants would be personable, friendly and honest. Applicants must dress the part and have a high school diploma or equivalent. Our hotel values integrity, dignity and compassion and we reward those who excel in these fields. Previous experience is a plus, though not required. Required education: High school or equivalent Required experience: Customer Service: 1 year Night Audit: 1 year Hotel Front Desk: 1 year

Night Warehouse Picker This is a 2nd shift position! Loffredo Fresh Produce Des Moines, IA
www.indeed.com We will train the right candidate! Pick and pull orders to be delivered to customer Load trucks with product to be shipped internally and externally Use stand up pallet jack to build loads as well as forklifts Clean as you go, keeping the work area clean and safe from debris All other assigned duties basic requirements are: High School Diploma or GED 3-6 months experience in a warehouse setting preferred but not required. Previous pallet jack and forklift experience preferred Ability to work alone or in team setting

Receptionist- Mercy Ruan Neurology Catholic Health Initiatives Des Moines, IA
www.indeed.com Under direct supervision, Receptionist is responsible for performing a variety of general administrative support duties associated with the patient intake process and performs routine duties within the clinic. Certifications: High school diploma or equivalent required.

Receptionist Progress Industries Johnston, IA www.indeed.com Provide professional and courteous receptionist services for the agency. Perform various clerical functions for a variety of departments within the agency. Duties include: answering telephone, word processing, computer operation, proofreading, and maintaining records. Must be able to monitor and maintain copy machines, postage meter and fax machine, and call for repairs when necessary. Assist all departments by typing, printing, scanning documents and preparing mailings. Maintain conference room schedules, keep conference rooms tidy, help set up for meetings and clean up after meetings. Be proficient in Microsoft Word, Excel, Publisher and Outlook. Required education: High school or equivalent Required experience: Receptionist: 2 years

Customer Service Representative Night Operations, Worldwide Logistics Urbandale, IA PART-TIME: Hours are Sunday 11 PM – Monday 7 AM AND Wednesday 5 PM - Thursday 7 AM (Total 22 hrs. /week) Responsible for maintaining customer satisfaction after standard business hours. Point of contact for customers regarding transportation after standard business hours Answer phone and email requests for status of transportation Handle customer requests to track and trace loads Involve Logistics Account Manager, Customer Service Representative and Logistics Project Manager for resolution of any issues Must Haves: Minimum of HS Diploma / GED with outbound call experience 1-3 years customer service experience required Logistics or Supply Chain background preferred Computer literate, including Microsoft Office Suite Willing to learn Self-motivated, with the ability to work in a fast-paced environment Quality-driven and results-



oriented, positive attitude Excellent communication skills, both written and oral Good attendance record

General Cleaner PT Marsden Building Maintenance Des Moines, IA www.indeed.com General cleaning, mopping, dust mopping, vacuuming, spot cleaning glass, etc.

Security/Safety Officer UnityPoint Health Des Moines, IA www.indeed.com Responsibilities: Will patrol buildings and parking lots on hospital campus. May assist visitors, patients, and others with security related issues. Other information: High School diploma/equivalent. Successful candidate will have excellent customer service skills, be flexible and able to adapt to change and react to unexpected situations. Must have valid Iowa driver's license with a good driving record.

Patient Access Associate-Patient Access- Part-time Lutheran UnityPoint Health Des Moines, IA www.indeed.com Responsibilities: Performs computerized patient registrations for admission to hospital/clinic or outpatient procedures and order/entry functions. May also perform other miscellaneous receptionist and clerical duties. Other information: High school diploma or equivalent. REQUIRES TYPING SKILLS OF 40 WPM. MUST PASS TYPING TEST AT TIME OF INTERVIEW. Previous medical office, GPMS, and third party payors experience is desirable. Medical terminology is required or must complete class within first year of employment. DMACC Patient Access Certificate preferred.

Guest Service Representative Marriott International, Inc Clive, IA www.indeed.com organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest.

Warehouse Auditor Checker Lineage Logistics Des Moines, IA www.indeed.com The ideal candidate is self-motivated, takes personal pride in their work, and is safety minded The Auditor/Checker examines and records materials transported by truck or rail to or from site by performing the following duties by performing the following duties. Duties and Responsibilities: Examines load delivered to verify quantity and type of material. Writes ticket showing quantity and type of material, truck number, job location, and time. Reports on amount of materials transported. Maintains clean work environment. Records amounts of materials or items received or distributed. Weighs or counts items for distribution within plant to ensure conformance to company standards. Arranges stock parts in specified sequence for assembly by other workers. Maintain an exceptionally clean and safe working environment. Basic Qualifications: 18 years or older High school diploma or general education degree (GED); Proven ability to use basic mathematical skills Available to work occasional to frequent overtime. Ability to read and take direction in English Ability to lift up to 50 pounds with our



without reasonable assistance Available to work occasional to frequent overtime Ability to operate manual and electric material handling equipment such as hand jacks. Must be willing and able to frequently push, pull, kneel, bend and reach. Ability to communicate with supervisors, associates, and forklift operators.