



## Sample Job List Week November 14 – November 18

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

**Bookkeeper-Center Payroll** The Rehab Center of Des Moines - Genesis Health Care Des Moines IA [www.indeed.com](http://www.indeed.com) The Bookkeeper must be familiar with company policies and procedures related to accounts payable, accounts receivable, imprest accounts and resident trust accounts. The Bookkeeper processes Center information and sends it to Corporate in a timely manner. He/She interfaces with the Administrator, Business Office Manager, Regional Business Office Coordinator, and any corporate support personnel. **QUALIFICATIONS JOB SKILLS:** Able to use standard office equipment and have basic computer skills. Able to interpret/apply departmental procedures. Able to handle confidential information. Able to interpret and/or successfully participate in the programs, goals, objectives, policies, and procedures of the business department. Able to positively interact with personnel, residents, family members, visitors, government agencies/personnel, and the general public. Provide annual verification of negative tuberculin (TB) skin test, as required by state law. **SPECIFIC EDUCATIONAL/VOCATIONAL REQUIREMENTS:** High school degree or equivalent with a minimum of two (2) years' experience in business office procedures. Must be able to read, write, speak and understand the English language.

**Billing Specialist FT** Valley View Village Des Moines, IA [www.indeed.com](http://www.indeed.com) As the Billing Specialist at Valley View Village you will be responsible for resident billing and statements. Applying payments to resident accounts Demonstrate effective communication skills with staff, residents and the public **Skills / Requirements** Must have Medicare/Medicaid billing experience Must have Accounts Receivable experience Long term nursing facility billing is a plus

**Invoicing Clerk** Part Time EFCO Corp Des Moines, IA [www.indeed.com](http://www.indeed.com) **Duties:** Coordinates the day-to-day billing and invoicing operations for the business. Performs a variety of routine and some non-routine clerical/accounting functions in accordance with standard procedures in general accounting and accounts receivable. Works directly with corporate and district office personnel to create and deliver purchase conversion agreements. Provides other support to the CICC team as needed. **Qualifications** High school diploma or equivalent plus 2-5 years' experience in accounting or finance related field. Must be proficient in Excel. Detail-oriented, good numeric and alpha skills, as well as general filing and recordkeeping abilities. Must be able to multi-task with good written and oral communication skills. Must have the ability to work with different types of people. Must be able to work independently and maintain confidentiality. No travel required.

**Guest Service Agent/Front Desk** Courtyard Marriott West Des Moines, IA [www.indeed.com](http://www.indeed.com) **Summary:** Accommodates guests of the hotel by performing the following duties **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty



satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education and Experience: Less than a high school diploma; or up to one month related experience or training; or equivalent combination of education and experience.

**Call Center Representative** EMC Des Moines, IA [www.indeed.com](http://www.indeed.com) Essential Functions: Responds to agent, policy owner and employer telephone, website and email inquiries regarding policy administration and policy benefits Processes various service requests including policy loans, dividend withdrawals and routine policy changes Generates necessary correspondence and service request documents Responds to agent telephone and email inquiries regarding new business applications and sales illustrations Researches problem situations not resolved during a phone call and responds to customer with solutions Learns and continues to build knowledge of company processes and products Education & Experience: High school diploma or equivalency. Associate's degree with courses in business or marketing customer service preferred. Two years of experience as a call center representative or call center experience in life, annuity or financial services Pursuit of LOMA coursework and Associate Customer Service designation preferred

**Customer Service Representative** CF Citizens Finance Urbandale, Iowa [www.indeed.com](http://www.indeed.com) The Customer Service Representative is responsible for providing sales and clerical support. Additional Responsibilities Include: Accept and process loan payments. Perform consumer loan processing. Manage a multi-line phone. Additional projects as assigned. Qualified candidates will have: High School Diploma/GED. Excellent customer service skills. Ability to manage a multi-line phone. Cash handling experience. Ability to manage transactions and documents 6. Experience with MS Office including Word and Excel.

**Billing Clerk** Des Moines RV - Des Moines, IA [www.indeed.com](http://www.indeed.com) All applicants must pass a comprehensive background check and drug test. Driving records are also taken into consideration when hiring. Do not apply if you cannot or will not consent to a background investigation. You will be required to authorize the background check upon receipt of your application or resume for any employment consideration. Apply on line at [www.rvone.com](http://www.rvone.com) ONLY.

**Data Entry Specialist** - Shipping/Receiving Assistant - Fulfillment National Pharmaceutical Returns - Urbandale, IA [www.indeed.com](http://www.indeed.com). Positions are entry level positions that can lead into other great opportunities within NPR. Qualifications and job description: Excellent 10 key data entry skills High attention to detail Ability to demonstrate organizational and time management skills Ability to be adaptable and flexible to work in a changing environment Results oriented Dependable Scanning bar codes into computer system Light sorting and lifting Matching inventory to orders NPR is a progressive and dynamic company. All full-time employees are eligible for NPR's benefit package after probation, which includes supplemented: Health, Vision, Dental and Life Insurance. Starting wage for this position depends on experience. All candidates



must pass a criminal background check and drug test. High school graduation or equivalency required. NPR is an Equal Opportunity Employer.

**Baker** Prairie Meadows Casino, Racetrack & Hotel - Altoona, IA [www.indeed.com](http://www.indeed.com) Duties: Preparation of all baked goods for Triple Crown Eatery, The Meadows Events & Conference Center, and Champion's Restaurant. Setting up trays & plating up desserts for restaurants, meetings and banquets. Prepares breakfast rolls & pastries to specification and quantity. Responsible for quality food presentation and cleaning work areas.

Requirements: High school diploma or equivalent preferred. Previous baking experience is essential. Knowledge of proper procedures & sanitation guidelines preferred. Ability to communicate effectively with people of diverse backgrounds. Long periods of standing and walking. Exposure to wet floors, hot equipment, and sharp objects.

**Sales Associate/Cashier** the Paradies Shops, LLC - Des Moines, IA [www.indeed.com](http://www.indeed.com) Sales Associates at The Paradies Shops use First Class Service standards each and every day to assist customers and process sales transactions. A typical day includes greeting customers as they enter our stores, assisting customers in making purchase decisions, answering questions regarding location, price and use of merchandise, processing sales transactions and thanking each customer for shopping with The Paradies Shops. Our Sales Associates take care of each customer and go the extra mile to make each customer feel like he or she is #1. POSITION QUALIFICATIONS: Must have strong customer service and effective communication skills. Work with a consistent sense of urgency. Able to prioritize and handle several projects at once. Must be a self-starter and ability to work with minimal instruction. Able to adapt to changing priorities and unexpected situations. Accurate with attention to detail. Must be a team player and successfully juggle and complete multiple priorities.

**Custodian/Janitor** 41304156 - Part-time Diversified Maintenance - Urbandale, IA [www.indeed.com](http://www.indeed.com) Duties/Responsibilities Maintains and cleans all floor surfaces, including sweeping, mopping, scrubbing, or vacuuming Collects and disposes of paper and rubbish. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and other objects Cleans, monitors and maintains restrooms, fitting rooms, corridors, store entrance areas Empties trash receptacles for proper disposal; use of compactor for certain materials Clean windows, glass partitions, and mirrors, using appropriate cleaners and equipment Spot clean carpets; assist in carpet extractions and shampooing Replenishes paper products and sanitary supplies. Follows housekeeping schedule outlined by the immediate supervisor. Use of heavy cleaning equipment, such as, floor scrubbers, backpack vacuums and buffers. Other duties may be assigned, as required by scope of work or customer needs. Requirements: Must be 18 years of age or older All applicants must be authorized to work in the United States Background check required. Drug test (maybe) required. Bilingual is a plus Must have reliable transportation

**Shipping & Receiving Clerk** Stanley Black & Decker Des Moines, IA [www.indeed.com](http://www.indeed.com) JOB SUMMARY The successful candidate for Shipping & Receiving will be able utilizing knowledge of



SB&D shipping procedures to verify and keep records of incoming and outgoing shipments into the Service Center while assisting other parts of the center during S&R non-productive hours. They will be a team player and willing to go beyond duties assigned and take the initiative to help out where needed. REQUIREMENTS Able to work additional hours as needed to meet customer demands Possess a high school diploma or GED equivalent; Possess a valid driver's license and a good driving record; Operate with a high degree of integrity and accountability Follow verbal instructions and use simple math Ability to demonstrate superior customer service and salesmanship; Knowledge of Microsoft applications; Excel, Power Point, Word, Outlook; Ability to read and write English

**Order Selector** - Fulfillment Center Hy-Vee, Inc. Urbandale, IA [www.indeed.com](http://www.indeed.com) The Online Shopping team oversees the planning, implementation, and tracking for the fulfillment of the center's online shopping orders. Education and Experience: High School Diploma or equivalent preferred. Must be skilled in the computer as well as the internet.

**Stockroom Utility** Cintas Grimes, IA [www.indeed.com](http://www.indeed.com) Cintas is currently looking for a Stockroom Utility partner. The selected individual is responsible for general duties throughout the stockroom department as needed, including break, vacation and absence coverage for all stockroom positions. The partner will also assist with stockroom duties based on work volume. Qualifications: The ability to stand or walk for 7 hours of an 8 hour shift

**Dockworker** Part-Time / Forklift Operator / Free Driver Training Program Saia LTL Freight Des Moines, IA [www.indeed.com](http://www.indeed.com) Part-Time Dockworker / Forklift Operator / Free Driver Training Program If you're an experienced forklift operator with freight dock or warehouse experience, don't miss this opportunity to join one of the most successful LTL carriers in the U.S! Working for Saia means the opportunity to partner with a successful company and enjoy stability and security for you and your family. Our free Dock-to-Driver training program is available to eligible Dockworkers (Part-Time or Full-Time) currently working for Saia for at least 90 days. Once you have successfully completed this training program, which is approximately 5 weeks, you become a Local City Driver Trainee for approximately 6-12 months (until you perform the requisite driving experience per Safety guidelines). Please note that this 5 week training program may be held at another location and travel may be required. Job Responsibilities As a Part-Time Dockworker you will be responsible for: Using safe lifting techniques, efficiently sorting, handling, loading and unloading freight into/from over-the-road equipment, containers, city trailers, and/or straight trucks. Using pallet jacks and forklifts in the loading and unloading of freight including shipments of Hazardous Materials freight. Work days and shifts vary and the available schedule will be discussed during the interview. Preferred Qualifications Freight handling experience Forklift certification Hazmat training. Previous freight dock or warehouse experience helpful.

**Production Process Operator** Kemin Industries Inc. Des Moines IA [www.indeed.com](http://www.indeed.com) Key Responsibilities: Properly follow all company policies and OSHA regulations for safe working procedures and environment. Complete department sanitation duties. Report all equipment



issues to supervisor and / or maintenance. Pack and /or assemble product ingredients. Follow Standard Operating Procedures (SOP's) to ensure product specifications are met. Operate machinery and work in a fast paced manufacturing environment. Operate various types of heavy equipment that may include but not limited to a forklift. Troubleshoot automated equipment and other equipment issues. Use computers for daily work activities. Qualifications: Minimum of a high school diploma or equivalent. 2-3 years of related experience in manufacturing or production preferred. Must be 18 years in age or older. Must pass pre-employment physical, drug screen and criminal background check. Adherence to safety requirements and procedures as outlined in the Employee Handbook. Willingness to work in a team environment and assist co-workers or supervisors with other duties as required. Individuals are required to wear personal protective equipment (PPE) in designated operations and production areas. Protective equipment that may be required, but not limited to: Safety (hard toe) Shoes, Safety Glasses, Respirator, and Hearing Protection.

**Warehouse Worker** Harrison Truck Centers - Des Moines, IA [www.indeed.com](http://www.indeed.com) Basic Duties Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area. Contributes to team effort by accomplishing related results as needed. Requirements Forklift certification preferred but not required proven working experience as a warehouse worker Proficiency in inventory software, databases and systems Familiarity with modern warehousing practices and methods Good organizational and time management skills Ability to lift heavy objects

**Shipping and Receiving** Harrison Truck Centers - Des Moines, IA [www.indeed.com](http://www.indeed.com) his individual will perform an array of functions that may include receiving and processing incoming materials, picking and filling orders from inventory, packing and shipping orders, or managing, organizing and retrieving items in the warehouse. Basic Duties Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area. Contributes to team effort by accomplishing related results as needed. Requirements Forklift certification preferred but not required Proven working experience as a warehouse worker Proficiency in inventory software, databases and systems Familiarity with modern warehousing practices and methods Good organizational and time management skills Ability to lift heavy objects

**Customer Service Representative** Alorica Des Moines, IA [www.indeed.com](http://www.indeed.com) Key job responsibilities: 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 Responds to requests for assistance and/or possible processing of credit card authorizations Tracks call-related information for auditing and reporting purposes



Provides feedback reports on call issues related to downtime and/or training issues  
Upsells to customers as necessary  
Qualifications 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

**Collector** Arona Corp. - Aaron's - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Description  
Auto Finance Collector's, Bi-Lingual a must! SIGN ON BONUS AVAILABLE FOR BILINGUAL! Job  
Description: Globe Acceptance, Inc. a dynamic company who is specialized in the purchase and  
servicing of sub-prime automobile installment sales contracts from numerous dealers in a 9  
state area. Requirements Essential Duties and Responsibilities: Handling of late stage  
delinquent accounts. Skip tracing. Resolving customer disputes. Required skills: At least 2 years'  
customer service or collection experience. A team player with good communication skills.  
Bilingual speaking skills (Spanish/English) a plus .People skills, discretion, persuasion and time  
management skills.

**Food Service Assistant** PT Valley View Village Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Food  
Service Assistant 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 Hours: 4:00 pm - 8:00 pm 20 hours per week, includes every other  
weekend.

**Dietary Aide** Part Time Requisition Number 189247 The Rehab Center of Des Moines, IA  
[www.indeed.com](http://www.indeed.com) - Genesis HealthCare Des Moines Position Summary: The Dietary Aide  
performs a variety of food service functions in maintaining clean and sanitary conditions of food  
service areas, facilities, and equipment. Assists in some aspects of food preparation.  
Qualifications, Specific Education or Vocational Requirements: Ability to read, write, and  
understand directions in the English language. High school diploma or equivalent is preferred.

**Crew Member** Part Time Five Guys Corporate West Des Moines, IA [www.indeed.com](http://www.indeed.com) Crew  
Members perform essential duties in many different areas within the restaurant, including the  
cash register area, grill, dressing station, fry station, lobby and morning prep area, and provide  
friendly, fast and accurate service in order to ensure an excellent customer experience.  
Education/Experience: High School diploma or equivalent preferred, candidacy for the same is  
acceptable. 1-2 years of experience in a food service or retail environment is preferred, but not  
required.

**Certified Medicine Aide** Requisition Number 189287 The Rehab Center of Des Moines, IA  
[www.indeed.com](http://www.indeed.com) - Genesis HealthCare Des Moines Summary: To provide the administration of  
medicines based on current state regulations. Qualifications, Specific Education or Vocational  
Requirements: A Certified Medicine Aide (C.M.A.) has the qualifications of a Certified Nursing



Assistant with one year of experience in nursing and has completed a state-approved medicine course with a passing grade.

**Rockstar Team Member** 1800GOTJUNK - Urbandale, IA [www.indeed.com](http://www.indeed.com) What you will do and do well Working with team on and off site Offering the best customer service on the planet Removing inventory from clients homes or businesses Sorting and diverting recyclable and donatable items Assisting in community service related projects Navigate efficiently through the city Required experience: Customer Service: 1 year Sales: 1 year Required license or certification: Driver's License

**Customer Service Representative 1** Client Processing Job ID 5294852 Wells Fargo Des Moines, Iowa. 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. 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 This is a call center position requiring the handling of incoming phone calls and the strict adherence to a set schedule. A pre-employment assessment is required for this position. After submitting your application, please monitor your email for future communications. Required Qualifications 1+ year of experience interacting with people or customers, demonstrated through work, military, or education Desired Qualifications Ability to effectively listen and elicit information Excellent verbal, written, and interpersonal communication skills Basic Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information Ability to troubleshoot common computer problems Knowledge and understanding of call center: customer service, or sales reporting/support Bilingual speaking proficiency in Spanish/English Must take and pass required Spanish language assessment Must be able to attend full duration of required training period

**Customer Service Representative** John Deere Urbandale, IA [www.indeed.com](http://www.indeed.com) As a Customer Service Representative, you will provide front-line technical support/information/solutions to John Deere dealers and customers on ISG product related inquiries, issues, and concerns to optimize customer satisfaction and retention. In addition, you will: Provide support via multiple channels (telephone, email, and chat) while effectively documenting each interaction within the DTAC/CCMS system. Create and maintain support tools/solutions available online. Distributes additional product/service information that is helpful to the customers. Maintains the accuracy and availability of customer related information on-line. Interfaces with other functional groups, such as DTAC, Product Support or Order Fulfillment, in order to respond to general inquiries. Need to work a rotating shift between 1st, 2nd, and 3rd shift based on the needs of the business.



Skills needed: 6 months or more of experience working with ISG products. 1 + years of customer service/support experience. Knowledge of dealers and other channels. Understanding of Customer Support Process. Skill in interpersonal communications, negotiation, and conflict resolution. Ability to work off-shift hours and occasional holidays to support the business. What makes you stand out: Strong computer & troubleshooting skills, Ag/farming background, bilingual language capability. Education: Ideally, you will have a college degree or equivalent experience

**WG-Receptionist** ID West Des Moines, IA. [www.indeed.com](http://www.indeed.com) 2016-2749 World Group. Receptionist is responsible for greeting guests and answering phone calls in the Property Management office at West Glen Town Center in West Des Moines, IA.

**Retail Merchandising Stock Associate** Part-Time Office Depot Des Moines, IA [www.indeed.com](http://www.indeed.com) At Office Depot, the Merchandising Stock Associate ensures freight is processed efficiently to maximize product service levels and is responsible for providing an exceptional in-store customer service experience by assisting customers, as needed. The Merchandising Stock Associate is required, at times, to assist customers, utilizing the proven Office Depot Selling Program, if sales associates are not available. Qualifications: High School Diploma or GED preferred

**Package Handler** Speedee Delivery Service Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities of a Package Handler would include unloading freight from vehicles, scanning package barcodes, sorting packages by zip code/town destination, loading outbound freight, washing fleet vehicles, and some light building maintenance tasks. The physical requirements for this position including lifting packages weighing 1-40 pounds on a continuous basis, 40-80 pounds on a regular basis, and those weighing 80-100 pounds on an occasional basis throughout each shift. Start time 10pm

**Room Attendant** Job Number: R123121 Candlewood Suites W. Des Moines IA [www.indeed.com](http://www.indeed.com) Description In this role you will clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. which may include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc. The Room Attendant will notify the supervisor when service is complete so rooms may be sold or occupied while you monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures.

**General Cleaner** PT Marsden Bldg Maintenance, L.L.C. Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Skills / Requirements General Cleaning, Mopping, Dust Mopping, Vacuuming, spot cleaning glass, dusting, Etc. Screening Requirements: Criminal Background Check This is a Part-Time position 2nd Shift.



**Resident Assistant** - Airline Weekday NOC, Full Time ChildServe Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsible for supporting the children and young adults with daily living and encouraging their independence. Works in cooperation with the ICF Supervisor or designee, therapists and other professional staff, nursing staff, and families in program development. Education Requirements: High School / GED Experience Requirements: Experience: Previous work with children or adults with disabilities preferred Must be 18 years of age or older. Must be willing/able to become an approved driver for ChildServe. CNA, CMA, or Med. Manager Certifications helpful.

**Evening Cleaning** Part-time Midwest Janitorial Service, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Midwest Janitorial Service is looking to hire (2) part time positions for evening cleaning in Adel, Waukee Area. Position is Monday - Friday for 20-25 hours per week and starts after 5:30 PM. Positions will require general cleaning, sweeping, mopping. Additionally, restroom cleaning, windows and trash removal is required. Must be able to bend, twist, squat, lift 20lbs and be on feet for entire shift. Must pass background and have reliable transportation. Required education: High school or equivalent

**Hotel Guest Services Representative** Full-Time Baymont Inn & Suites Des Moines Airport Conference Center - Des Moines, IA [www.indeed.com](http://www.indeed.com) QUALIFICATIONS: Hotel experience is a plus, but we are willing to train the right person. Fluency in English both verbally and non-verbally. High school diploma or equivalent. Must possess a valid driver's license. Must have a clean criminal background check JOB FUNCTIONS: Create, modify, and amend guest reservations in person and over the phone. Check guests in and out of the hotel. Complete cross-training in Maintenance, Sales, and Housekeeping and be able to perform those job functions when necessary. Anticipate guests' needs, respond promptly, and acknowledge all guests, however busy and whatever time of day. Provide concierge services. Complete tasks related to the operation of the Baymont Pantry & Gift Shop. Other tasks as assigned by management staff. Must be able to work weekends and holidays. Must be able to work the morning shift: 7:00 AM - 3:00 PM and/or the evening shift 3:00 PM - 11:00 PM or 4:00 PM - 12:00 AM.

**Store Cleaner** Seasonal KIMCO SERVICES West Des Moines, IA [www.indeed.com](http://www.indeed.com) Reliable transportation is required Job Skills/Requirements Duties include: Sweeping Mopping Dusting Vacuuming Emptying Garbage Bins Cleaning Restrooms Maintaining Supplies for Restrooms Floor Maintenance Other Duties as required. Must be able to stand, bend, stoop, climb and use repetitive motions to perform job duties. Previous floor care experience very helpful. Must pass Drug Screen, Criminal Background and E-verify. This is a Part-Time position 1st Shift, 2nd Shift.

**Seasonal Associate** - Part-Time ID 2016-5724 At Home Clive IA Our regular Part-Time Seasonal Associate joins the team for a specified amount of time, hours vary depending upon workload demand and other business needs. They perform a variety of tasks as directed by leadership, assists in other areas of the warehouse as needed and follows proper safety and security



procedures. Please Note: This is a temporary position with a the primary purpose being to support our stores during busier time than usual, if another Part Time or Full Time role becomes available during one's tenure in the Seasonal Associate role, the possibility exists for that person to move into the regular position. Basic Qualifications: At least 18 years old High School Diploma/Equivalent Ability to work a flexible schedule including nights, weekends, and some holiday Ability to lift a minimum of 50 lbs., team lift 100 lbs.

**Patient Access Associate**-Blank Pediatrics Clinic UnityPoint Health Des Moines, IA  
[www.indeed.com](http://www.indeed.com) Responsibilities: Performs computerized patient registrations for admission to a busy General Pediatric practice. Answer phones, call processing, manage 13 provider schedules. Must type accurately and efficiently. Medical terminology preferred but not required. Other information: High school diploma or equivalent. Requires typing skills of 40WPM. 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.

**Unit Clerk**-Blank Neonatal Intensive Care Unit UnityPoint Health Des Moines, IA  
[www.indeed.com](http://www.indeed.com) Responsibilities: Medical terminology needed. Will be responsible for all clerical and receptionist duties on the unit. Transcribes information and maintains patient records. Delivers and obtains information, specimens, and supplies within the medical center. Clean equipment and stock patient rooms. Other information: High school diploma or equivalent. Unit Clerk Experience or experience in a medial office setting preferred. Medical terminology needed. Ability to read, write, and speak fluent English. 40 wpm typing. Personable with good phone etiquette. Must be able to transport patients by wheelchair or stretcher.