



## Sample Job List Week November 28 – December 2

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

**Usher** Cinemark West Des Moines, IA [www.indeed.com](http://www.indeed.com) creates a welcome environment for Customers. Assists and directs Customers to their destination. Provides movie and theatre information. Ensures a quality listening and viewing experience. Implements auditorium management. Keeps theatre property clean and free of debris. Maintains order and prevents panic in a crisis. 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.

**Busser** Part Time REQ #: 1049210 Granite City Food and Brewery, Inc. Clive, IA [www.indeed.com](http://www.indeed.com) Job Summary: As a busser with the company, it is your responsibility not only to uphold the restaurant’s high standards of excellence, but also to actively contribute to the success of the operation each and every day of your career with us. Educational Requirements High School Education current or completed 1-2 years of work or related experience preferred but not required. Must be able to work a flexible schedule of nights, days, weekends and holidays

**Optical Lab Technician** Job ID: J3J0LH79M6KNC4RWX77 Eyemart Express Des Moines, IA [www.indeed.com](http://www.indeed.com) under the general direction of the Optical Lab Manager, and General Manager, the general responsibilities of this position is to produce quality eyewear that meets all standards set forth by the company and maintain the lab equipment per company guidelines. We are a one hour optical establishment and we strive to maintain that whenever possible. EXPERIENCE Previous optical lab experience is preferred, but not required. We will train the right candidate Time Management skills Ability to deal with stressful situations such as dissatisfied customers; ability to prioritize and work quickly and efficiently. Able to prioritize work load to meet changing priorities and deadlines Ability to establish and maintain effective working relationships with fellow employees

**General Laborer** Skold Companies - Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Responsibilities: Skold has immediate openings for dependable, hard-working laborers to perform tasks involving physical labor at construction sites using equipment and instruments required of the job(s) assigned Qualifications: Driver s license a plus CDL paid extra – assistance to acquire a CDL available Ability to pass pre-employment drug screen Able to work in all elements of the outdoor environment which include the heat, cold, rain, snow, wind, etc.

**Dietary Aide** PT Valley View Village Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Dietary Aide, 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

**Hotel Front Desk Agent** Part-time Holiday Inn Express & Suites - Ankeny, IA [www.indeed.com](http://www.indeed.com)  
Ideal candidates will have the following skills and/or abilities, but not limited to: Detail oriented  
Ability to problem solve Team player Can work independently Can work in a fast paced environment Can work a flexible schedule and various shifts Must be reliable Must be able to work weekends, nights and day shifts Strong customer service skills Hotel experience a plus, but will train the right person Required education: High school or equivalent Required experience: Customer Service: 1 year

**Public Safety Officer** Per Mar Security Services Des Moines, IA [www.indeed.com](http://www.indeed.com) The ideal candidate will be flexible with scheduling, be dependable, have excellent customer service skills, have great oral and written communication skills, and have a positive attitude!! Previous experience in security, law enforcement, or other related fields helpful Familiarity with security equipment Ability to handle physical workload Strong attention to detail Must have a high school diploma or GED Must be at least 18 years of age Pass a background check and drug screen Essential Functions and Responsibilities: Stand guard at security officer post, directing visitors, issuing access badges, and providing escorts as necessary. Log visitor data and other basic reports in security computer system. Conduct foot patrols in accordance with post orders. Respond to alarms and emergencies as directed in post orders Education and/or Experience: High School Diploma or GED is required. Technical training or college education in related field is preferred. Previous experience as a security officer is preferred.

**Box Office / Cashier** Part Time REQ #: 1053124 West Des Moines, IA [www.indeed.com](http://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 Minimum Requirements: Available to work evening hours, weekends, and holidays. Must be at least 16 years of age. Requires regular and consistent attendance.

**Research/Remediation Representative 2** Wells Fargo Des Moines, IA [www.indeed.com](http://www.indeed.com) Duties include: Conducting intake to determine appropriate course of action, conducting investigative steps to fully identify the issues Processing complex transactions on-line (including monetary and non-monetary actions) Researching product information, terms, conditions, contracts, etc. and resolving complex problems and inquiries Serves as an intermediary between parties to resolve disputed matters, - negotiates and enacts settlements accordingly Reconciles general ledger accounts to ensure balances Handles incoming correspondence in accordance with external and Internal policies and procedures Generates and/or composes written correspondence as needed



Reviews data and reports trends to management Required Qualifications 1+ year of customer service experience 1+ year of financial services experience Desired Qualifications: Basic Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information excellent verbal, written, and interpersonal communication skills. Solid problem solving skills Strong attention to detail and accuracy skills Ability to execute in a fast paced, high demand, environment while balancing multiple priorities Knowledge and understanding of FDR (First Data Resources) and Wells Fargo DASH System (Dispute Automation Systems Handler) Wells Fargo Retail Services experience All offers for employment with Wells Fargo are contingent upon the candidate having successfully completed a criminal background check. Wells Fargo will consider qualified candidates with criminal histories in a manner consistent with the requirements of applicable local, state and Federal law, including Section 19 of the Federal Deposit Insurance Act.

**Collections Specialist** Job ID 5297835 Wells Fargo Clive, IA [www.indeed.com](http://www.indeed.com) Our Consumer Credit Solutions (CCS) Collections and Servicing team works with past-due customers to offer solutions for bringing credit card, student loan, personal line and loan, direct auto, retail services and deposit accounts up-to-date. The group also provides customer service for student loan and retail services accounts and works with customers to resolve disputed charges on credit card accounts. Required Qualifications 3+ years of experience in one or a combination of the following: customer contact, customer service, or sales environment 2+ years of collections experience Desired Qualification Basic Microsoft Office skills Good verbal, written, and interpersonal communication skills

**Operator** Requisition Number: Operator: VSI: 014 VSI Des Moines IA [www.indeed.com](http://www.indeed.com) Job Description VSI is looking to fill multiple operator positions at a heavy industrial location in Des Moines, IA. Job duties include, but are not limited to: running a sweeper/scrubber to clean factory floors, using a forklift to pick up trash hampers and doing the recycling in the plant. Also, applicant will be doing some scrubbing and floor scrapping by hand. Hours are 7am-7pm on rotating days of the week. Pay rate is \$10.50 an hour. Job Requirements This position requires a lot of walking, standing, stopping occasional lifting and bending. Successful candidates will have great attention to detail, be reliable, be flexible on occasion with schedule, and be will to work alone as well as with others. Applicants will be required to pass a drug screening as well as a background check.

**Receptionist** Charles Gabus Ford Des Moines, IA [www.indeed.com](http://www.indeed.com) Charles Gabus Ford has an opening for a full time Receptionist, this is a fast paced positioning requiring excellent customer service and administrative abilities Skills required: Managing a busy multi line phone system. Strong PC computer skills with MS Office experience. Outstanding organizational abilities. A positive and pleasant demeanor with our guests and your co-workers. ADP experience is a plus. The ability to multi task and interact with a wide variety of people and personalities. Able to deliver a superior customer service experience to our guests. .



**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 Medicare/Medicaid billing experience required  
Accounts Receivable experience required Long term nursing facility billing preferred

**Warehouse Worker** – Day Shift Southern Glazer’s Wine & Spirits Des Moines, IA  
[www.indeed.com](http://www.indeed.com) QUALIFICATIONS High School Diploma/GED Equivalent and/or 1-2 years warehouse experience in a distribution environment. Must be at least 18 years of age. Lift 35 - 60 pounds consistently and on a repetitive basis. Basic ability to read, speak, write and comprehend the English language to perform essential job duties.

**Warehouse / Shipping, Receiving, Delivery** Kryger Glass - Clive, IA [www.indeed.com](http://www.indeed.com) Essential duties & responsibilities include: Reads customer order to determine items to be distributed and fill orders Drives company vehicle to transport items from warehouse to customer Day to day general warehouse duties, including shipping & receiving Qualifications include: Must hold and sustain a valid driver's license and be insurable by company standards Must be able to operate a forklift and cherry picker with ease. Must be able to pass criminal background screening by company standards. Must regularly lift and/or move up to 80 pounds

**Stock Merchandise Flow Associate** Burlington Stores, Inc Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Responsibilities: Receive freight and convey shipments from the shipping/receiving platform to backroom Process, ticket, store, move, and display merchandise Stock, organize and present new merchandise on the sales floor Perform other tasks as assigned by manager from time-to-time

**Assembly/Production** Interstate Batteries Urbandale, IA [www.indeed.com](http://www.indeed.com) Responsibilities: This individual will assemble small parts and battery packs for franchise/manufacturing orders. They may also be cross-trained to work in other areas of the Fulfillment Center. What the person will do: Resistance welds, solders, and super glues small parts and battery packs Assembles and heat-shrinks small parts and battery packs Assists in facilitating other departments needs related to the Fulfillment Center Assists with departmental reporting functions Provides backup support and trains other personnel as needed Qualifications: High school graduate. Resistance welding, soldering and small parts assembly experience; technical battery knowledge preferable Excellent interpersonal and communication skills Excellent prioritization and organizational skills Attention to detail Flexible, team player and positive attitude Strong analytical and decision making skills Position requires excellent attendance Working knowledge of personal computer

**Administrative Assistant 1** Job ID 5297993Wells Fargo [www.indeed.com](http://www.indeed.com) We have an immediate opening for an Administrative Assistant. This position performs routine administrative tasks for a manager and/or department. Duties include: scheduling appointments,



making travel arrangements and distributing mail; producing routine documents and reports using word processing and spreadsheet software; performing routine data entry operation; answering/directing phone calls and taking messages as needed. Other duties may be assigned. Required Qualifications 6+ months of clerical experience. Desired Qualifications: Excellent verbal, written, and interpersonal communication skills Ability to work effectively in a team environment Ability to navigate multiple computer system windows, applications, and utilize search tools to find information Basic Microsoft Office skills Customer service experience

**Patient Access Representative** Per Diem - As Needed Job ID 1605056413 Mercy Hospital Des Moines, IA [www.indeed.com](http://www.indeed.com) JOB SUMMARY Responsible for duties in support of departmental efficiencies which may include: but not limited to performing scheduling, registration, patient pre-admission and admission, reception and discharge functions. Must obtain complete and accurate patient demographic information. Patient Access representatives also must employ proper, compliant patient liability collection techniques before, during & after date of service. Knowledge, Skills and Abilities: 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. Minimum typing skills of 35 wpm Demonstrated working knowledge of PC/CRT/printer Knowledge of function and relationships within a hospital environment preferred Customer service skills and experience Ability to work in a fast paced environment Ability to receive and express detailed information through oral and written communications Understanding of Third Party Payor requirements preferred Understanding of Compliance standards preferred EDUCATION / EXPERIENCE Include minimum education, technical training, and/or experience preferred to perform the job. High School Diploma or GED required 0 – 1 year in a Customer Service role. 0 – 1 year administrative experience in medical facility, health insurance, or related area preferred. Some college coursework is preferred

**General Office Clerk** Ref No.:16-06722 Indotronix International Corporation Des Moines, IA [www.indeed.com](http://www.indeed.com) Description: High school or GED; 2 or more years administrative/clerical experience. Perform administrative tasks to support department; may include data entry, prepare documents and spreadsheets; make travel arrangements, scan documents, file, schedule meetings; compile expense reports and other documents/records.

**Administrative Assistant, Office Assistant** S&S Employment Partners Des Moines, IA [www.indeed.com](http://www.indeed.com) Administrative Assistant, Office Assistant – Due to growth and promotion, expanding audiology office seeks an Experienced Office Assistant to greet and check in patients, set follow-up appointments, take payments, and bill insurance (you will be taught on the job). You will work Monday through Friday from 9am to 5pm at their Des Moines office. To qualify for this position, you must have: Proficiency using the Microsoft Office Suite (Word, Excel). Data entry experience. Strong attention to detail. Prior administrative experience.



**Receptionist** Pediatric Psych Services- PRN-2016-R0084489 mercy Medical Center, Des Moines [www.indeed.com](http://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. • High school diploma or equivalent required.

**Concierge Attendant** Part-time Job Number 16001497 Des Moines Marriott Downtown Des Moines IA [www.indeed.com](http://www.indeed.com) Job Summary Complete final breakdown of function, by cleaning the room, and cleaning and returning equipment to its proper location. Complete closing duties, including storing all reusable goods, locking doors, breaking down goods, etc. Set up, stock, and maintain work areas. Monitor and maintain cleanliness, sanitation, and organization of assigned station and service areas. Transport dirty linen to correct area to be cleaned, separate napkins from tablecloths, and restock linen shelves with clean linens. Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures. Assist other departments when needed to ensure optimum service to guests.

**Administrative Assistant** with invoice billing expr S&S Employment Partners - Des Moines, IA [www.indeed.com](http://www.indeed.com) Your responsibilities will include: Verifying physical invoices against what is in our system. Entering billing rates into the system as well as into Excel. Putting together binders/folders for the operations and maintenance departments. Assisting customers, answering questions, and corresponding to customers via email. Must have good Outlook skills. Provide back up to answer phones when the receptionist is unavailable. To qualify for this position, you must have a minimum of three (3) years of administrative and customer service experience. In addition, you must have: At least one year invoice billing experience Proficiency using Microsoft Excel and Outlook. Data entry experience. Good customer service skills.

**Courier/Mailroom** Per Mar Security Services Des Moines, IA [www.indeed.com](http://www.indeed.com) Must have a clean driving record and be able to obtain a license to perform security in the state of Iowa. This position transports mail, documents and other items between the branch office and various work sites on a regular daily route. \*Essential Functions and Responsibilities: Pick up mail from the Post Office and deliver to the assigned client. Pick up and deliver postal mail, interoffice mail, and other items to various client sites Deliver outgoing mail to Post Office at the end of the shift. Education and/or Experience: High School Diploma or GED is required. Must have a valid driver's license and good driving record

**Health Assistant** Day - Woodland (PRN) ChildServe Des Moines, IA [www.indeed.com](http://www.indeed.com) Contributes to a great life for clients (children and young adults) by supporting their health skill development and retention. Provide or assist with care and treatment services to the clients of ChildServe as designated by nursing or other licensed professional. Assists the lead caregiver with assigned group of clients. Education Requirements: High School / GED Experience Two year degree in human services or education preferred. Must have current CNA certificate or able to successfully complete ChildServe RA training. Must be willing to obtain chauffeurs license. Prefer experience working with children with disabilities. Shifts can be very flexible. Willing to work around class schedules/full time jobs for any amount of hours. ·



**Cleaner** Part Time GATR Truck Center Des Moines, IA [www.indeed.coim](http://www.indeed.coim) GATR Truck Center in Des Moines is looking for a part time person to clean our facility. Person must be reliable, self-motivated, and have great attention to detail. Hours would be 5pm-11pm. Required education: High school or equivalent

**Resident Assistant/CMA** -Morningside Home (Johnston), PRN ChildServe Des Moines, IA [www.indeed.com](http://www.indeed.com) Description: Responsible for supporting the children and young adults with daily living and encouraging their independence. Works in cooperation with the Supervisor or designee, therapists and other professional staff, nursing staff, and families in program development. Qualifications: Experience: Previous work with children or adults with disabilities preferred. Must be 18 years of age or older. Education Requirements: High School/GED Experience Requirements: Must be able to get chauffer's license; must be a CMA or willing to obtain CMA within first 6 months of employment must be willing/able to become an approved driver for ChildServe. CNA, CMA, or Med. Manager Certifications helpful.