



Sample Job List Week December 26 – December 30

***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. ***

Scheduler / Staffing Coordinator (Home Health exp.) Iowa Family Assistants - Clive, IA www.indeed.com Our specialization includes senior in-home care as well as in-home care for people with mental or physical disabilities and special needs children. We are currently seeking a Scheduler/Staffing Coordinator to work in our SCL (Supportive Community Living) department. Experience with SCL a plus but not required. The Scheduler is responsible to coordinate and maintain scheduling for Iowa Family Assistants clients and staff. **QUALIFICATIONS:** H.S. Diploma or GED. Prior home care scheduling experience Recommended. Computer skills including but not limited to MS Office, MS Excel and scheduling program. Basic medical terminology. Interpersonal, organizational and communication skills. Ability to carry out directions, read and write effectively. Maturity and ability to deal effectively with the demands of the job. Must possess and demonstrate excellent verbal and written communication skills and an ability to be successful in a fast-paced and sometimes stressful environment. The required extensive client communications require exceptional phone presence and patience.

Resident Assistant - Wilshire Home (Ankeny), Full Time ChildServe Des Moines, IA www.indeed.com 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. **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. **Qualifications:** Experience: Previous work with children or adults with disabilities preferred.

Chiropractic Front Desk Bloyer Chiropractic and Wellness - Ankeny, IA www.indeed.com Bloyer Chiropractic in Ankeny is looking to add a front desk person to perform work duties while seamlessly providing an amazing experience for each patient during their visit. We want somebody that is excited to be at work and making a difference in people's health and lives through chiropractic. Being on time and dependable, and wanting to work as a team is a must. An outgoing, positive, and friendly personality is also a must. Job duties include, but are not limited to, answering phones and scheduling appointments, performing basic exam duties (BP, height, weight, etc.), keeping files organized, verifying insurance, tracking insurance, inputting data into computer, collections/billing, submitting claims, calling insurance companies, etc. Experience in this field is not required, but is a plus required license or certification: driver's license



Merchandiser Full time Kellogg's Des Moines, IA www.indeed.com WHAT WILL I BE DOING? Organizing, rotating and stocking shelves during each store visit – the platform for providing excellent customer service. This includes transferring cases of product from the backroom to the store's sales floor, ensuring the Kellogg's product is on display and shelves are looking their best by properly rotating product and removing all stale or damaged packages. Represent the Kellogg team by communicating with store partners and management, following your itinerary and being flexible with schedule changes Maintaining a professional demeanor with the public and store personnel when performing your duties You will always be required to work safely Required: Demonstrated superior customer service and verbal communication skills. Availability to work on Holidays and weekends Work an average of 40-45 hours per week on a regular basis required Familiar with using phone application technology in order to communicate and retrieve data, enter hours and communicate with manager on Company-provided cell phone Ability to conduct physical work, frequently lift 15lbs and occasionally up to 50lbs Valid driver's license, vehicle insurance, access to reliable transportation and motor vehicle history with 2 or less moving violations within the last 36 months Preferred: High School Diploma/GED One year of merchandising experience preferred

Service Person DART Des Moines, IA www.ridedart.com If you have a CDL (or CDL permit), airbrake and passenger endorsements (or permits), and customer service experience, you will be fast-tracked through our hiring process. If you don't have a CDL or bus driving experience, you are still encouraged to apply. DART will provide training to those who are a good fit, and we will pay you while you train. Essential Duties: Drive buses from storage barns to service lane, and returns buses to storage when services are completed Clean interior of DART vehicles by sweeping, mopping, emptying trash, cleaning windows, vacuuming and dusting as needed. Clean exterior of DART vehicles by running them through mechanical wash. Probe vehicle fare boxes and remove cashboxes Fuel DART vehicles; check fluids and fill as needed Assists with road service calls whenever needed Check performance of lights, windshield wipers, and other electrical or mechanical controls Essential Qualifications: High school education, GED, or equivalent foreign education Ability to obtain a valid Iowa CDL with Air Brake and Passenger endorsements. Significant physical requirements including ability to lift 150 pounds. Work outdoors in all weather. Subject to pre-employment drug test & physical examination. All DART maintenance employees are subject to ongoing DOT random alcohol & drug testing.

Dietary Prep Cook and Dietary Aide Part-time Sunny View Care Center - Ankeny, IA www.indeed.com Dietary Aide is responsible for proper sanitation procedures for dishes, utensils and work area. Helps serve meals under supervision and guidance of cook and/or Dietary Manager. Dietary Aide will assist in preparation of some food items, such as toast and beverages for meal service, sets up trays for service of food, helps in service of trays to residents. Removes soiled dishes from tables and counter tops, operates dishwashing machine. Scrubs and cleans floors in kitchen. Performs other cleaning duties listed on the cleaning schedule to be completed before leaving duty assignment. Qualifications Education: High School diploma preferred not required, must complete sanitation and safety course, which is approved by Department of Health. Continuing Requirements: Required to attend monthly in-



service programs at facility. Experience: Other experience in food service preferred, not required.

Box Office / Cashier Cinemark Part Time 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. 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 speak clearly and to hear or lip-read adequately. Manual dexterity and an aptitude for mathematics is required to make change, operate computerized ticketing equipment, and change box office signage boards or displays. Box offices are often small and enclosed spaces in which a Cashier is required to stand or sit for an extended period of time. Must be at least 16 years of age. Strong verbal and interpersonal skills. Ability to work independently. Accurate cash handling and math skills.

Dock Worker Requisition Id: 17764 XPO Logistics Des Moines, IA www.indeed.com Essential Functions: Available to work a variety of shifts, including days, evenings, nights and weekends due to varying freight volumes. Efficiently sort, handle, load and unload palletized and non-palletized freight using appropriate motorized and manual equipment, including pallet jack, forklift and by hand as needed. Utilize mobile hand held devices for tracking shipments. Safely climb in and out of trailers. Lift freight and other objects of various shapes, sizes and weights (up to 50 lbs. frequently and greater than 75 lbs. occasionally). Secure freight inside trailers using appropriate tools and supplies (e.g. pallets, straps, rope). Safely walk and stand for extended periods of time on a loading dock that is not climate-controlled and may be slippery. Safely walk, reach (including above your head), bend, climb, push, pull, twist, squat and kneel as necessary to perform the job duties. Verify and complete required documentation and reports. Ability to handle hazardous materials. Adhere to company safety policies. Frequent contact with service center personnel; fast-pace and deadline oriented. Safely work in adverse weather conditions. Perform other duties as assigned. Prompt, daily attendance at assigned work location. Knowledge, Skills and Abilities: Prior dock/warehouse experience in the transportation industry is a plus. Prior forklift experience in a freight / less than truckload environment preferred. Prior experience loading and unloading trailers preferred. At least 18 years of age. Highly motivated individual with attention to detail. Ability to count and perform basic math, with or without a calculator. Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.) Ability to bend, twist, squat, pushing/pulling freight throughout shift. Ability to follow instructions and complete required training. Ability to work independently and/or as a team member. Must be able to perform the essential functions with or without an accommodation.



Pricing and Signage Team Member (Job Number: 79487) Babies R Us Clive, IA
www.indeed.com Job Summary: Responsible for the pricing and signage of store merchandise through the use of equipment such as RF, Management Work Station, Laser Printer, Sign Printing Facility (SPF) and various types of paperwork and reports. The Pricing and Signage Team Member (PSTM) will also be responsible for the proper execution of pricing and signing initiatives. The PSTM is a full time position and requires full availability including nights and weekends. This position reports directly to the BOH Department Supervisor. PSTMs will spend the majority of their time executing all price and sign initiatives in the store, weekly Promotional Snapshot Calendar compliance review, weekly price changes, at-once price changes, clearance signing, apparel signing, ticket maintenance and other price and sign related activities .Qualifications Ability to handle/prioritize multiple projects Able to identify others' strengths & assign work accordingly Passion for Guest Service Product knowledge Results ownership

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. The Concession or Restaurant Worker may also be asked to double as the Box Office Cashier or Usher, as staffing needs require, and, as a result, such an Employee must also be able to perform the essential job functions of those positions. Minimum Requirements Available to work evening hours, weekends, and holidays. Requires regular and consistent attendance. Employees who work with alcohol are required to complete a Safe Alcohol Service training program. Must be at least 16 years of age. Strong verbal and interpersonal skills. 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).

Transaction Mailroom Processor FT 1st Shift Xerox Urbandale, IA www.indeed.com Provides administrative support to business operations by performing processing tasks such as data entry, scanning, mail sorting or similar activities. May perform one or more of the following duties: Performs data entry of material from source documents to a computer database. Transcribes routine pre-coded and identifiable alphanumeric data from source document and/or phone call into an automated system. Ensures accuracy and completeness data. Must be at least 18 years of age or older. Must be able to pass a drug screen and background check. Must be authorized to work in the United States. Must be able to work over-time as needed. Must have a high school diploma or GED. Must be familiar working in a mailroom type environment.

Inspection Coordinator Midwest Alarm Services Des Moines, IA www.indeed.com
Job Summary: The Customer Service Coordinator is responsible for coordination of Midwest Alarm service and inspections on a daily & monthly basis. This person will also be responsible with invoicing of both service and inspections. *Essential Functions and Responsibilities:



Review shift reports daily and follow up with any customer issues. Review Sedona service queue and email work tickets to Technicians. Schedule monthly inspections for following month. Issue the correct parts to the correct work orders and verify work orders for accuracy. Input time on work orders on a daily basis and print/verify payroll for service. Schedule service calls and assignment of job duties for technicians. Track and report all service work done. Education and/or Experience: High School Diploma or GED is required. Related experience/training is preferred. Experience with computers including MS Word and Excel is required. Service Coordinator job description 2

Delivery Clerk Trinity Services Group, Inc. Ankeny, IA www.indeed.com Essential Job Functions: Responsible for the daily commissary duties at the County Jail, to include: Collect and process completed order forms Delivery of commissary orders Resolve and respond to all inmate commissary grievance. Ensure all credited product is returned back into inventory properly Maintain an open relationship and act as a liaison between our company and the County Jail staff. Assist in all aspects of training, scheduling and disciplining commissary delivery help. Education/Experience: High School Diploma, GED or equivalent work experience At least one (1) year prior warehouse experience preferred Familiarity with computers (including Microsoft Office programs) Must have a valid motor vehicle operator's permit (driver's license) Ability to work independently with limited supervision Possess the emotional stamina to function under pressure in a fast moving atmosphere and complete daily operational duties Must be able to successfully pass a criminal background check and drug screen.

Day Center Supervisor Family Promise of Greater Des Moines www.promisedm.org The Day Center Supervisor is responsible for answering the Day Center telephone, taking messages, and making referrals to the centralized intake and other services; setting up shelter interviews for prospective guests in conjunction with case manager and centralized intake staff; supervising the Day Center to insure guest safety and compliance with guidelines; protecting guest confidentiality at all times; and assisting the Executive Director with completing periodic program reports and entering information into a donor database. The position hours are 7:00am - 3:00pm /Monday – Friday, and one weekend day per month. Compensation is \$12.00 per hour; non-exempt. Benefits include contribution to a SEP IRA after 3 months of employment; holidays, vacation, and sick leave. To apply, email cover letter and resume to jcain@familypromisedm.org

Environmental Services Aide Calvin Community - Des Moines, IA www.indeed.com Environmental Aides are key members of the team responsible for keeping all areas of the facility clean, safe and attractive at all times. Plus, they report any needed repairs or observed deficiencies to appropriate departments and provide back-up assistance to Laundry. Requirements: Must be able to work effectively in a diverse, collaborative and team-oriented culture Fluent in written and spoken English Must possess a strong customer service focus Must demonstrate tact, patience, enthusiasm and a cheerful disposition when working with other employees, residents and family members Ability to maintain resident and employee confidentiality consistent with all applicable government regulations including HIPAA.



Basic computer skills are required Must be able to pass a criminal background check, drug test, pre-employment physical and tuberculosis screen Must be at least 18 years of age High school diploma or equivalent (GED) required Can demonstrate proper use of common housekeeping tools and chemicals

Helpdesk Analyst iBusiness Solution, LLC - Des Moines, IA www.indeed.com Short Description: Perform all roles of a level-1 Help Desk Support technician to create a ticket or provide immediate assistance for their issues over the phone. A majority of the calls (75%) are password resets, helping to get access to systems or setting an account. Any other issues would be escalated to the Help Desk for support. Complete Description: This role is focused on level-1 help desk phone support, primarily with system access issues and password support. The ideal candidate must have excellent customer service and communications skills. Candidate must be able to: handle difficult situations with clients and turn them into a win for the service desk team. Initiate trouble tickets from a service desk system answer how-to questions and resolve issues related to system access and password creation/reset maintain a positive outlook, be professional, and provide excellent customer service Work during core business hours of 7:00 AM - 5:00 PM, Monday - Friday, not to exceed a 40 hour work week. At least 3 years of relevant experience working in a technical IT call center environment. 1 to 3 years field experience and preferred education of 2 year associates degree or equivalent technical study.

Transaction/Mailroom Processor Mondays from 7:00am - 5:30pm Urbandale, IA www.indeed.com Provides administrative support to business operations by performing processing tasks such as data entry, scanning, mail sorting or similar activities. May perform one or more of the following duties: Performs data entry of material from source documents to a computer database. Transcribes routine pre-coded and identifiable alphanumeric data from source document and/or phone call into an automated system. Must be at least 18 years of age or older. Must be able to pass a drug screen and background check. Must be authorized to work in the United States. Must have a GED or High School diploma. Must have experience working in a mailroom type setting. Must have great attention to detail and not mind doing repetitive type work. Will be sorting, prepping and indexing mail.

Customer Service Representative Service Legends Heating & Cooling - Des Moines, IA www.indeed.com Summary of Position: To ensure 100% Client Satisfaction by owning each client and ensuring they are served. The Customer Service Representative is responsible for taking incoming client calls for service and scheduling. In addition, this position is required to make outbound calling to club member clients to ensure that 3 service calls per day are ran by our technicians (on average 60 calls per day). This role is responsible for accurate scheduling and performing backup duties for dispatching, debriefing and sales lead coordination. Education and Experience High School diploma or equivalent required 1 year of customer service experience preferred Required Skills Must have excellent phone etiquette and have the ability to manage multiple telephone lines in a professional and positive manner. Must be able to effectively prioritize and organize daily job duties. Must be able to accurately enter order information, including updating of customer accounts, telephone and contact numbers.



Computer Skills: Must be proficient in Microsoft Excel and Microsoft Word; experience with Citrix software preferred. Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other team members of the organization. Must be able to read, write, speak and comprehend English.

Customer Service Representatives Mass Markets West Des Moines IA www.indeed.com
RESPONSIBILITIES: High school diploma or equivalent; College Students, Interns, and recent College Graduates are welcome Must have the ability to learn customer service software applications Must be proficient with basic PC skills Ability to multi-task in a fast paced environment Highly reliable Minimum 18 years of age Previous experience in retail, bartending, receptionist roles, phone jobs, sales, purchasing, hospitality, customer service, food service, or office/administrative roles is a plus, but not required since we train all new employees for the job.

Skill Development Assistant (SCL) ChildServe Des Moines, IA www.indeed.com Fun and creative applicants wanted to work 1:1 with children with special health care needs in the child's home and/or community Teach daily living skills that will help make children more independent Most shifts are after 4pm Monday through Friday Must be able to work without direct supervision Ongoing training and supervision provided Great resume builder for those interested in social work, education, therapy, nursing, and psychology Education Requirements: High School / GED Experience Requirements: Must be able to electronically document services provided Must be at least 18 years old Must be willing to use own car to transport children in the community

Respite Service Assistant (1:1) - Overnights ChildServe Des Moines, IA www.indeed.com have fun with kids while their regular caregivers get a break. Be creative while engaging children in activities. Services provided 1:1 in the child's home or in the community. Group services provided at the Johnston or Ames respite centers. Must be able to electronically document services provided. Ongoing training and supervision provided. Must be at least 16 years old to apply and able to provide your own transportation. Great resume builder for those interested in social work, education, therapy, psychology, and nursing. Education Requirements: High School / GED Experience Requirements: Preferred experience working with children. Position Summary Provide personal care and supervision for children with special health care needs in group and in-home settings. Willing to complete Medication Administration, G-tube and Seizure Management trainings.

Respite Service Assistant - Family Friend ChildServe Des Moines, IA Provide personal respite care and supervision for children with special health care needs in group and in-home settings. Education Requirements: High School / GED Experience Requirements: Preferred experience working with children. Additional Information: This position is for only those candidates who will be working with a specific child. Education: High School Diploma, Education in Early



Childhood, Special Education, Human Services, CPR, Medication Manager, and Nursing Aide certification preferred but not required. Transport/Travel: Must be willing to become an authorized driver through ChildServe if required and have access to well-maintained personal vehicle that meets ChildServe safety standards and is willing to use to transport children. Must be willing to obtain a Chauffeur license if required.

Day Health Assistant - Woodland (PRN) ChildServe Des Moines, IA 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 Requirements: Prefer experience working with children with disabilities. Additional Information: HOURS: 10-40 hours a week between the hours of 7am and 6pm Monday-Friday OR 7 AM - 9:30 AM M-F. Shifts can be very flexible. Willing to work around class schedules/full time jobs for any amount of hours. Qualifications: Education: 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.

Receptionist H&R Block Des Moines IA Seeking talented individuals to join our network of professionals, serving clients with diverse tax needs. Duties include: Greeting clients in a personalized, friendly, and inviting manner Matching clients with the best-suited tax professional for their needs Scheduling clients how they would like to be scheduled Handling client exits by ensuring all current and future needs are met Maintaining office cleanliness and organization of resources with team members Other duties as assigned Minimum Qualifications Required Skills & Experience: High School Diploma or equivalent Experience working in a fast-paced environment Previous experience in a customer service environment Preferred Skills & Experience: Sales and/or marketing experience Previous experience in a customer service environment Ability to multi-task Strong organizational and time-management skills Knowledge of cash registration operations is helpful Knowledge and experience with a Windows based computer system preferred Bilingual candidates strongly encouraged to apply

Operations Admin Assistant Barr-Nunn Transportation Inc. Granger, IA www.indeed.com
Operations Admin Assistant Main Job Responsibilities EDI Acceptance Provide information in a timely manner to Load Coordinators Resolve Appointment Issues Tracking and Tracing Education and Experience High School Diploma 1 year general office experience (preferred) Skills and Personal Characteristics Good interpersonal skills Good written and verbal skills Knowledge of the United States Computer skills Knowledgeable with hours of service

Warehouse Specialist Cross Dillon Tire - Des Moines, IA www.indeed.com Looking for a dependable hard working individual with character. Responsibilities would include putting inventory away, receiving product, shipping product, loading and unloading of commercial trailers. Cleaning work area, turning in paperwork nightly. Mon-Friday day hours, some



Saturdays 8-12. Required education: High school or equivalent Required experience:
Warehouse: 1 year

Shipping & Receiving/Customer Service Representative Stanley Black & Decker Des Moines IA 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 Maintain appropriate conduct in and out of the service center environment when representing Stanley Black & Decker;

Product Management Technician 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, 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 High School diploma or equivalent Ability to perform standardized/highly regulated work using established procedures 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.

Warehouse Worker - Material Handler O'Reilly Auto Parts Des Moines, IA www.indeed.com Our Material Handler positions are important to the overall success of the warehouse. Your high level of accuracy and productivity helps us ensure the right products get to the right place at the right time. This position is responsible for stocking products, loading totes for shipping, and order selection that ultimately gets in the hands of our customers. Qualifications: Must be able to match numbers quickly and accurately. Take pride in delivering excellent customer service Available to work a flexible schedule Thrive in a busy, fast-paced warehouse environment Ability to work closely with others in a team environment Basic computer skills High school diploma or equivalent



Event Production Associate Skyline DYNOVIA - Des Moines, IA www.indeed.com Event Production Associate Responsibilities Complete pre-show installation and dismantle of exhibits in order to ensure the correct configuration, graphics, and supplies are being shipped Complete post-show installation and dismantle of exhibits in order to ensure all inventory has returned, document any damage and communicate any areas of concern Prepare shipments for both domestic and international shipments Travel locally (and out of state on occasion) to provide on-site installation & dismantle of exhibits Collaborate with the team to insure all client-ordered services are correct Observe and document all functions of installs, dismantles, shipping, packing, and handling of client-owned materials in the warehouse Maintain and establish a clean and safe work environment on a daily/ongoing basis Communicate effectively and professionally with clients in the office and on show site Event Production Associate Requirements Ability to understand verbal instructions and communicate clearly Time management and organizational skills Ability to work respectfully in a team environment Troubleshooting skills and problem-solving ability Customer service focus Ability to demonstrate professionalism and dependability Initiative, independence, and follow-through Ability to read diagrams, schematics, and CAD drawings

Warehouse Coordinator Rees Associates - Des Moines, IA Verifies items received by comparing the purchase order and the packing list/invoice, Inspects condition of items and resolve the discrepancy (in weight, quality or unit price), Update data in the system and prepare label for the received items. Supervise Shipping & loading Logistic plan and driver dispatch Prepare and send invoice and packing list to customer Inventory management, Process improvement other supporting task from manager At least 3 years; warehouse experience Be proficient in data entry and high level math Can work under high time pressure, and keep high work quality under minimum supervision Well-organized, initiative, strong sense of responsibility Required education: Associate required experience: Logistics: 1 year warehouse: 3 years must have current driver's license with clean driving record Required education: High school or equivalent

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. Principal Accountabilities: 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.

Office Associate(Part Time Cash and Signs) Sears DES MOINES, IA www.indeed.com Job Description The Office Associate supports Store Operations, including cash office, account maintenance, data entry detail, mail, filing, payroll processing and other clerical functions. In stores with a Self-Delivery Operation (SDO), the position may also assist in obtaining, completing, filing and/or maintaining delivery reports such as the Delivery Manifest, Dock Change, and Returns Checklist. Processes payroll workflow, enters approved punch corrections, converts regular hours to relevant pay codes as authorized by management, and timely commits payroll for hourly associates. Performs clerical functions, such as tracking attendance; preparing badges, ids and temporary discount cards; following up to collect on-boarding paperwork; and maintaining payroll detail, applicant/associate files and employment documents/posters per company requirements.

Cleaners Molly Maid Ankeny, IA www.indeed.com Molly Maid of Ankeny is currently accepting applications for residential cleaners. Candidates need to be dependable and able to work Monday-Friday 8AM-5PM.