



## Sample Job List Week January 16 – January 20

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

**Front Desk Receptionist**- Physical/Hand Therapy Des Moines Orthopedic Surgeons - Ankeny, IA [www.indeed.com](http://www.indeed.com) We are looking for a front desk receptionist that works in our Physical/Hand Therapy Departments. This position will greet patients and visitors in professional, friendly, caring manner as well as processing personal and financial information. The front desk receptionist position is located in Ankeny, Iowa and will work from 8:00 am -5:00 pm Monday through Friday. Obtain or review patient information, verify complete, and set up new account when necessary. Schedule appointments for new and return patients. Update and enter all patient information into the EMR. Collect co-payments on new or return patient as well as process co-insurance payments when applicable. Run daily report to balance charges Answer phone calls and distribute them to the appropriate party Pull charts for patients scheduled for day. Requirements: Must have a high school diploma or equivalent. Experience in the Health related industry is preferred but must have general knowledge and understanding of a medical clinic or strong customer service experience. Excellent organizational and communication skills. General knowledge of office equipment such as a copy machine, printer and fax machine. General PC knowledge and experience with Microsoft Outlook and Intergy software preferred, but not required. Typing skills required.

**Teller** Job ID 5307970 Wells Fargo Indianola, IA [www.indeed.com](http://www.indeed.com) Every teller is part of a team that is rated first, and most importantly, on the customers' experience with the teams' service. Every teller has her/his own performance objectives that are based on ensuring a best in class customer experience, which includes listening to customers and helping them navigate the tools and resources that Wells Fargo offers. Our best tellers constantly go the extra mile to greet customers and provide exceptional customer service, make them feel welcome and also engage them to learn about their financial needs. Reliable attendance is essential for success in this role. Required Qualifications 1+ year of experience interacting with people or customers Desired Qualifications Ability to navigate multiple computer systems, applications, and utilize search tools to find information Basic Microsoft Office skills Cash handling experience Customer service focus with the ability to stay positive in interactions with customers and team members Experience offering products and services Experience working in a fast-paced environment Good communication skills including speaking clearly, succinctly, and accurately while using a pleasant tone and common conversational courtesies Ability to meet or exceed performance objectives Other Desired Qualifications Multilingual speakers are encouraged to apply

**Return Agent** Part Time Des Moines Airport Job ID 198138 Enterprise Holdings Des Moines IA [www.indeed.com](http://www.indeed.com) Responsibilities greet all customers using prescribed, appropriate dialogue as



they arrive on the lot. Remind customer to check for personal belongings. Identify any items found in the vehicle with a unit number, date, time and turn into lost and found. Advise and review rental charges; and provide an accurate receipt to the customer. Provide information in a professional and courteous manner regarding transportation to the airport terminal. Thank customers using the prescribed dialogue. Inquire about service, satisfaction and document dissatisfaction. Discreetly check vehicle for damage on incoming vehicles and direct customer to counter for completion of damage/loss report. Use of proper statement to determine if vehicle is being returned with full tank of gas. Complete a service alert for any mechanical and or body damage communicated by the customers. Identify vehicles, which are on system hold for turn back, time or mileage, recall, or any other special lock and verify their movement to the proper lot location. Identify and tag vehicles that have been flagged for grounding or preventative maintenance and verify their movement to the proper lot location. Keep lot organized for ease of access and traffic flow. Understand the CDW/Emerald Aisle /Choice process; knowledge of the rental/return documents, fuel services, days/extra hours/surcharges and optional coverages. Understand the damage loss report reporting procedure. Qualifications Must be at least 18 years of age. High School Diploma or G.E.D. required. Minimum of 1-year experience handling customer service functions. A minimum of basic level experience and understanding of a PC and Microsoft Office Products required. Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years No drug or alcohol related conviction on driving record in the past 5 years Must be willing to accept starting wage of \$9.70/hour Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Apart from religious observation, must be able to work 20 -25 hours per week within the following shift/schedule: Monday-Wednesday 9:00am-6:00pm Thursday-Friday 1:00pm-7:00pm Sunday 4:00am-9am or 12:00pm-7pm

**Patient Service Representative** (JOB ID: 21283) Unity Point Health Ankeny Family Med & UCC [www.indeed.com](http://www.indeed.com) Essential Functions and Responsibilities: Greet patients and visitors and provide courteous, caring and professional assistance to all individuals contacting the office. Answer their questions and provide non-medical information and/or direct to appropriate person or department. Answer telephone calls in a clear, calm and professional manner. Screen calls by urgency and route calls promptly, accurately, and professionally to appropriate party. Make, cancel and reschedule patient appointments maintaining appointment schedule according to office procedure. Gather, verify and enter demographic and insurance information on new and established patients necessary for completion of electronic health record and insurance claim processing at each patient visit on patient accounting system. Review superbill to ensure information is complete and perform the daily posting of charges for office visits and procedures abstracting procedural, diagnostic, and demographic information according to policy and procedure. Qualifications: High School or Vocational School graduate. Mandatory Reporter certification. Knowledge of medical terminology, anatomy and physiology. Ability to demonstrate strong customer service skills. Ability to effectively enter information into a variety of computer programs. Ability to understand and apply guidelines, policies and procedures.



Ability to interact effectively with physicians, health care team members, individuals and members of their support systems. Ability to communicate effectively with people of diverse professional, educational and lifestyle backgrounds. Previous medical office experience preferred. Previous experience with an electronic health record or medical office software preferred. Previous experience coding diagnoses and procedures with ICD-9-CM and CPT preferred. Strong interpersonal skills. Strong computer skills Ability to work as a team member Strong verbal and written communication skills.

**Administrative Assistant** Bob's Septic and Mobile Toilet Services - Des Moines, IA [www.indeed.com](http://www.indeed.com) Answering incoming customer/vendor calls Scheduling service and delivery calls General data entry Billing clients, filing documents, maintain knowledge of company products and services, demonstrate commitment to providing outstanding internal and external customer service, backup office manager, other duties as assigned. Training and Experience: Exceptional time management and organizational skills Superior interpersonal, written and oral communication skills outstanding customer service skills Knowledge of Microsoft Office products Peachtree experience a plus

**Administrative Support** Lorenz and Jones - Urbandale, IA [www.indeed.com](http://www.indeed.com) Support staff for Call Center Customer Service Agents Responsible for Return Material Authorizations Processing Maintenance of Customer Data Files Data Entry Projects Outbound calls to update files No Sales Calls Position Requires: Proficiency in Microsoft Excel, Word and Outlook Accuracy Good Communication Skills Required education: High school or equivalent

**Office Manager/ Scheduler** Part Time Visiting Angels Des Moines, IA [www.indeed.com](http://www.indeed.com) Visiting Angels Senior Home Care is looking for a part-time office manager/scheduler for our Urbandale, Iowa office. This position will start out as part time, and grow into a full time position as our office continues to expand. Must have excellent verbal and written communication skills. QuickBooks software knowledge is a must. Required education: High school or equivalent required experience: Office Manager: 1-year Scheduling: 1 year QuickBooks: 1 year Required license or certification: Driver's License

**Clerical Position** (Part-time) Ramsey Auto Center - Urbandale, IA [www.indeed.com](http://www.indeed.com) The Clerical Position must be highly organized and will be responsible for editing, copying and filing automotive records as well as data entry. We're looking for candidates with great eyes for detail and that are highly self-motivated with good decision-making skills. Candidates must enjoy a fast pace; we do sell cars, after all! Candidates must meet the following requirements: Microsoft Word and Excel Safety-first attitude, Attention to detail and critical thinking skills Fluid dexterity and movement Good driving record Team player who has the customers' ultimate satisfaction in mind at all times Neat and professional appearance Team mindset and a great attitude is a must!

**Unit Clerk** FTR-72 Broadlawns Medical Center Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Description: Assists in planning, organizing, implementing, and evaluating activities of the



nursing unit by performing clerical and receptionist duties and maintaining the physical environment. Qualifications: HS Diploma or GED. Familiarity with office equipment and computers. PREFER: Medical Terminology course. Experience in the health care field.

**Filing/Scanning Clerk-** DEWEY FORD Ken Garff Auto Group Ankeny, IA [www.indeed.com](http://www.indeed.com) Dewey Ford, a Ken Garff Dealership, is currently seeking a detail-oriented and methodical Filing/Scanning Clerk! Duties and Responsibilities include: Read incoming material, verify accuracy, and sort and code according to file system. Store material in paper form, or enter information into computerized storage system. Maintain computer database. Retrieve materials for qualified personnel upon request. Search for and investigate information contained in files, insert additional data on file records, complete reports, and keep files current. Always making sure we are in compliance. Dispose of obsolete files in accordance with established retirement schedule or legal requirements. Complete training course in order to understand the federal, state, and local laws that relate to automobile sales. Scan materials or copy records, and examine materials for legibility. Type labels or reports. Implement changes to the filing system as necessary. To qualify for this position: High School Diploma or GED 1-3 months of training or related experience Computer skills. Authorized to work in the U.S. Valid Driver's License

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

**Health and Wellness Consultant** Jenny Craig Weight Loss Center - Des Moines, IA [www.indeed.com](http://www.indeed.com) As an in-center Health and Wellness Consultant, you will help clients build a healthy lifestyle program, both over the phone and in-person at a center location. KEY RESPONSIBILITIES Partner one-on-one with your clients to identify their dieting and weight loss challenges Set realistic dietary goals and design weight management menus to achieve healthy life changing results Be your clients' biggest supporter; observe members, monitor results, alter their program and celebrate milestones Conduct weekly consultations, make care and/or live confirmation calls and reschedule inactive clients Effectively use consulting, coaching, customer service, inside sales and aggressive phone skills to maximize revenues Strategically utilize



reports to meet performance expectations, achieve goals and hit sales quotas Live the brand by maintaining a knowledge base of nutrition and healthy living. Celebrate milestone achievements with your clients! **QUALIFICATIONS AND SKILLS:** High School diploma or equivalent; some college preferred Retail and/or sales experience. Demonstrated distinguished customer service Ability to develop positive, collaborative and professional relationships Strong listening, partnering, and motivational skills to understand individual needs Demonstrated organizational and multitasking ability Basic computer skills. Ability to work flexible schedules, including evenings, weekends and/or holidays

**Customer Relations Specialist** 5775 R3458 TruGreen Des Moines, IA [www.indeed.com](http://www.indeed.com) As a Customer Relations Specialist you will be responsible for contacting our customers to verify all sales information to ensure the integrity of every sale. Promotes payment options and benefits when on-boarding customers. Sets expectations regarding service delivery, guarantee, and calls. **Education and Experience Requirements** High school diploma/GED required 1+ year of related customer service experience and/or training required Financial and/or sales experience preferred

**Executive Administrative Assistant** City of Des Moines, IA - Des Moines, IA [www.indeed.com](http://www.indeed.com) Performs a variety of general office clerical and confidential administrative support duties for a Department Head within a municipal Department; performs directly related work as required. **Acceptable Experience and Training:** Graduation from High School or possession of a GED; and Extensive experience in general office operations; or Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. **Required Special Qualifications:** Candidates for positions in this class must pass a post-employment offer physical examination and drug screen; Ability to pass a background check; A minimum typing speed of 40 wpm; Performance Exam Iowa Workforce Development (IWD), at 430 E. Grand Avenue, Des Moines, Iowa will administer the examinations in Keyboarding (passing score 40 NWPM) and Data Entry (passing score of 6,000 NKPH).

**Executive Administrative Assistant** EMC Insurance Des Moines, IA [www.indeed.com](http://www.indeed.com) **Essential Functions:** Provides administrative support to the Senior Vice President – Human Resources in all facets of daily duties Coordinates internal and external communications, develops and shares reports, writes and proofreads memos, and schedules meetings. Prepares presentations and responses to various inquiries Performs Human Resources budget support functions Arranges travel and coordinates meetings Supports other members of the team by gathering information, preparing spreadsheets and organizing electronic documentation. **Education & Experience:** High school diploma or equivalency Associate's degree in business field preferred Five years of experience in division or executive administrative support capacity **Knowledge, Skills & Abilities:** Keyboarding speed of 65-75 wpm Strong proofreading, spelling and grammar skills Excellent verbal and written communication skills Excellent Microsoft Word, Excel and Power Point knowledge Excellent organizational, problem-solving and proofreading skills Ability to multi-task and prioritize deadlines



**Vehicle Check in Clerk** KAR Auction Services, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com)

Responsibilities and Duties: Provide prompt and courteous service: Demonstrate friendliness and greet every customer as they enter and participate at the sale. Maintain a professional appearance and a neat work environment consistent with the Handbook. Make sure customers receive prompt, efficient and courteous attention from all employees. Resolve any customer complaints in a friendly, courteous manner and advise the General Manager or designated manager of all serious complaints or incidences. Provide and record accurate information to computer check-in on each vehicle as it is being checked into the auction (VIN number, sale number, mileage, dealer identification number, serial number). Educational Requirements and Qualifications: High School Diploma or GED preferred. Basic computer skills are required and must be at least eighteen (18) years of age. Must be qualified to operate a motor vehicle and possess a valid driver's license.

**Des Moines Airport** G2 Secure Staff Des Moines, IA [www.indeed.com](http://www.indeed.com)

**The Ops Agent/ PSR/Ticket Agent** will check in / greet customers traveling with charter flights courteously and efficiently; assist with the ticketing sales and pre-boarding process as needed. Cross utilized at ticket counter, pre-boarding gate, baggage service, and self-service kiosks areas.

**RAMP AGENT:** responsible for providing ground support for inbound and outbound aircraft. Including baggage handling, mail and freight handling, aircraft servicing, driving motorized equipment, and cleaning of aircraft interiors. Employees work outside in inclement weather conditions, must be able to continuously lift up to 50 pounds, bend, stoop, lift, twist, climb and work at heights) Must have a valid Driver's license.

**Wheelchair Agent:** Meet inbound and outbound flights to provide services with wheelchairs, aisle chairs and gurneys to passengers needing special assistance. Employees will lift up to 75 pounds. Employees will push and pull up, on inclines and declines while assisting passengers in wheelchairs.

Education and Experience: High school diploma or equivalent preferred. Previous service industry experience preferred. Must be 18 years or older. Must have a home telephone. Must have reliable transportation.