



## Sample Job List Week January 2 – January 6

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

**Warehouse Generalist** 3rd shift PDI Ankeny, IA [www.indeed.com](http://www.indeed.com) The Warehouse Generalist is responsible for product life cycle and product maintenance from receiving to shipping through utilization of standard warehousing and customer service practices. Builds pallets accurately and efficiently by stacking product to ensure product integrity and transport stability. Stretch wraps product on pallet, places batch label on front of stretch wrap and stages product on loading dock. Operates a forklift and utilizes RF Unit for product stock rotation according to expiration date and replenishment of empty slots. Accurately and efficiently receives incoming loads. Unloads truck, breaks down of pallets, tag with slot code, and delivers product to appropriate destination. Verifies product received with supplier invoice for accuracy and completes proper receiving paperwork. Unloads pallets and puts in proper storage locations. Performs temperature monitoring for incoming product and follows temperature guidelines. Accurately loads staged product into trailer according to router comments. Addresses any problems with pallets to prevent damage and spills. Works with dispatch on decisions pertaining to splitting loads, add-ons, and combining pallets. Skills and abilities required to perform job: Industrial forklift and pallet jack license required. Ability to read and speak English. General knowledge of standard warehousing procedures and training in RF loading, receiving, stock rotation and stock replenishment preferred. Ability to perform at 100% of engineered standard for selecting orders. This position is considered a semi-skilled position. This is considered heavy lifting in nature according to the Department of Labor Weight Classifications. Frequent to constant standing, lifting, handling, stooping, walking, carrying, pulling, climbing, hearing, speaking, kneeling, seeing, pushing, bending, and reaching. Frequent to constant reading and matching accurately & quickly, motor coordination, & manual dexterity. Note: For the safety of the Warehouse Generalist and his/her co-workers, the Warehouse Generalist must be able to hear equipment, co-workers, and warning signals (i.e. horn or warning shout). Hearing must be satisfactory in both ears due to the requirement of wearing a headset covering one ear and listening for environmental sounds with the other ear. Minimum education and experience required to perform job: High school or equivalent preferred. Minimum of 1 year previous warehouse experience preferred. Ability to perform at 100% of engineered standard.

**Warehouse Selector** - Part-Time Dt PDI Ankeny, IA [www.indeed.com](http://www.indeed.com) Essential functions of this position are: Operates powered industrial equipment, demonstrating caution and complies with safety rules and regulations in all aspects of the daily job requirements. Must maintain expected levels of performance in productivity and quality according to standards program. Selects product for shipment by safely operating stand-up rider pallet jack and utilizes a voice activated unit (VAU) directing the employee to the correct pick slot. Validates selection by speaking check digit into headset of the VAU matching description and quantity. Builds pallets accurately and efficiently by stacking product to ensure product integrity and transport



stability. Stretch wraps product on pallet, places batch label on front of stretch wrap and stages product on loading dock. Stages product on loading dock. Skills and abilities required to perform job: Ability to read and speak English. After initial training period must be able to meet 90% of engineered standard for productivity and 100% quality. This is considered an unskilled position. This is considered heavy work according to the Department of Labor Weight Classifications. Frequent to constant standing, lifting, handling, stooping, walking, carrying, kneeling, seeing, pulling, climbing, hearing, speaking, pushing, bending, and reaching. Frequent to constant reading and matching accurately and quickly, motor coordination and manual dexterity. Must be at least 18 years of age to operate warehouse industrial equipment. Working conditions: Refrigerated, freezer, and dry warehouse environmental working conditions. Temperatures ranging from 35° to -8°. Must adhere to work schedule working weeknights and weekends. Busy, noisy warehouse environment. Ambient outside temperatures in the dry warehouse.. Available Working Schedule: Two weekend days are required then build your own schedule. Friday: Hours are 9:30am to start OR after 5:00pm to start (5, 6, 7, or 8 hour shifts) Saturday: Hours are available beginning any time after 9am (5, 6, 7 or 8 hour shifts) Sunday: Hours are available beginning any time after 9am (5, 6, 7 or 8 hour shifts) \*\*Additional hours are available on Monday, Tuesday or Thursday beginning any time after 1pm (5, 6, 7, or 8 hour shifts)

**Order Selector** - Fulfillment Center Part-time Hy-Vee, Inc. Urbandale, IA 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. Equipment/Programs Used to Perform Job: PC, printer with Windows, Microsoft Office, E-mail, Internet explorer software. UNIX systems with VDT's cash registers and register computers, RPM, Telexon ordering unit, C.A.R.S. system, electronic scales, calculator, telephone and FAX machine.

**Stock Merchandise Flow Associate** Burlington Stores, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Purpose: Stock and Merchandise Flow Associates are the key to making sure our stores remain stocked with the merchandise our customers want! Daily tasks include receiving, ticketing, sorting, and moving merchandise into and throughout the store quickly, efficiently, and accurately. You'll play a major role in successfully managing the flow of merchandise from the stockroom through our stores, which is a critical element in driving positive results for the company. 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 Candidates must be able to work a flexible schedule; including 6am mornings, nights, weekends and holidays as required. Physical requirements may include the ability to lift and move boxes weighing 40 lbs. or more.

**Material Handler** Seneca Tank - Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Summary Under the direction of the Production & Service Parts Manager, the Material Handler's primary responsibilities are to procure, receive, and stock parts utilized in the production process.



Basic Qualifications Include: High school diploma or equivalent Valid Class C-Operator (Noncommercial) driver's license Ability to meet and maintain Company insurability standards Ability to read, write, speak and understand English Ability to read, sort, check, count, and verify numbers Ability to operate manual and machine-operated equipment for moving parts Ability to lift up to 100 lbs. frequently, and over 100 lbs. occasionally

**Warehouse Associate** Seneca Companies, Inc. - Des Moines, IA Responsibilities: Operating a forklift Loading and unloading job trailers Assist in maintaining warehouse storage space, organizing inventory, stocking shelves, checking and performing inventory counts and advising supervisor of under/over stocking Shipping and receiving activities Delivery of materials to job sites First shift, Monday through Friday work schedule Qualifications: High School Diploma or equivalent 1 to 2 years of Warehouse experience preferred. Ability to lift up to 50lbs on a regular basis must be detail oriented Basic computer knowledge. Clean driving record and ability to obtain a Class D license, excellent customer service skills as well as interpersonal skills, Enjoy working in a fast-paced environment, Must be dependable Military experience welcomed

**Key Holder** (part-time) The Vitamin Shoppe West Des Moines IA [www.indeed.com](http://www.indeed.com) Job Summary: The Key Holder position is responsible for providing an outstanding Branded Customer Experience (customer service) to customers and performing operational duties that drive sales through product knowledge, merchandising, register functions, store cleanliness, and other related duties. The Key Holder performs operational duties to run the retail store that includes opening/closing, ensuring store security, overseeing safety and assisting with escalated customer issues. The Key Holder represents The Vitamin Shoppe Inc. brand to our customers. Key Holders must be courteous, efficient, and able to hand sell to customers so that their needs and expectations are met or exceeded. This position supports the environment of health and wellness that The Vitamin Shoppe Inc. represents. Essential Qualification: Education/Certification: High School Diploma or GED or equivalent combination of experience and instruction. Supplement knowledge or education is preferred, but not required. Required Knowledge: Familiar with retail sales, merchandising programs, safety procedures and the competitive environment. Passion for the health, fitness, and nutrition. Experience Required: 1-3 years retail experience. Supervisory experience preferred.

**Adult Autism Associate** - Flexible Part Time Hours - Adult Community Services The Homestead Des Moines, IA Job Duties: Responsible for training and assisting persons served in various aspects of daily living, Ensuring compliance with regulatory requirements, company policies and procedures Responsible for the health, safety, and emotional support of the person being served Electronically documenting the services and supports provided Requirements: High school diploma or GED Driver's license and auto insurance

**Call Center** Position Full Time Nationwide Office Care - Des Moines, IA [www.indeed.com](http://www.indeed.com) currently looking for someone for our call center position. Daily duties include making calls to local businesses to set appointments for our sales team. Must have good customer service



skills, a good phone voice, be aggressive, assertive, handle rejection well, and be highly motivated.

**Operations Clerk III** ER Select - West Des Moines, IA [www.indeed.com](http://www.indeed.com) process online entries, documents, or items with a high degree of accuracy Identify and resolve any discrepancies with loan documents Research and resolve issues using various resources and process documentation Review and process unique errors or exceptions Required education: High school or equivalent

**Call Center Customer Service Representative** ER Select - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsible for responding to inquiries and complaints on products/services from premier customers and internal business partners. Resolving inquiries and complaints from internal and external customers and upon escalation; processing transactions on-line - performing research to resolve the customer problems. May also review/input data and report trends to management. Experience resolving customer concerns. Experience in a customer service or customer contact role. Proven excellence in verbal and written communication skills. Ability to work independently in a fast-paced environment, with a proven track record of managing multiple priorities and taking initiative to learn and develop new skills. Required education: High school or equivalent

**Patient Service Representatives** Aspen Dental Des Moines IA Responsibilities Greet and check in patients in a friendly manner. Collect co-payments and verify insurance coverage. Schedule and confirm patient appointments. Prepare new patient charts neatly and accurately. Various office duties as assigned by Office Manager. Responding to patient billing or financial inquiries, directing to appropriate departments, as necessary. Collect and post payments and record receipts. Balance nightly deposits and complete credit card processing. Minimum Education and Experience High School Diploma or equivalent. Candidates will have a minimum of two years experience in a healthcare office or fast-paced, highly interactive customer service environment - experience in the dental or medical industry with scheduling and verifying insurances preferred. Self-motivated with the ability to exceed patient expectations. Excellent organizational skills to effectively handle multiple tasks. Flexibility to support change, with varying schedules as necessary. Possess excellent interpersonal communication skills. Resume must demonstrate stable employment history.

**Tech/ Chiropractic Assistant** Part-time Ankeny Chiropractic Health Center - Ankeny, IA [www.indeed.com](http://www.indeed.com) Job responsibilities: Cleaning the office (Vacuuming, cleaning tables, bathrooms, and cleaning floor) Assisting the doctor with patient care Setting up patients on the necessary equipment, as well as taking them off. Performing rehab therapies on patients teaching patients exercises, making our patients feel like home. The position currently averages 30-35 hours per week There is no current education or background necessary. The only thing that will be necessary is your ability to work with a team, high work ethic, honesty and integrity required education: High school or equivalent required license or certification: Driver's License



**Customer Support Associate** At Home - Clive, IA [www.indeed.com](http://www.indeed.com) Our Part Time Team Members 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. Qualifications: At least 18 years old Ability to work a flexible schedule including nights, weekends, and some holiday Ability to lift a minimum of 50 lbs., team lift 100 lbs.

**Delivery Driver** Prairie Pella Inc. - Des Moines, IA [www.indeed.com](http://www.indeed.com) No overnight travel and off work most days by 2:30 pm! If you have a clean driving record and a class B CDL, we have the job for you! Job duties include loading trucks for delivery to jobsite, driving to jobsite, unloading at jobsite, and various warehouse related tasks. Need to have a good driving history, pre-employment physical and drug screen required. Required education: High school or equivalent Required licenses or certifications: Class B CDL Driver's License

**Cashier** Chick-fil-A West Des Moines, IA [www.indeed.com](http://www.indeed.com) Full or Part Time - Days or Nights: As a cashier, you have one of the most important jobs in any Chick-fil-A unit: you are in charge of ensuring that every guest is treated with honor, dignity, and respect. You are there for the ONLY purpose of pleasing and wowing customers. Stocking, cleaning and closing are always secondary to Wowing guests. No Experience Is Necessary We are looking for friendly, enthusiastic people who enjoy serving customers. We will teach you everything else you need to know.

**Skilled Laborer/Crew Leader** United Contractors, Inc. - Des Moines, IA [www.indeed.com](http://www.indeed.com) JOB DESCRIPTION We are currently expanding our business, and seek hardworking and dependable team members to join our company in the cured in place pipeline rehab industry (CIPP). Successful applicants should have a valid driver's license, be able to lift up to 50 pounds regularly, be self-motivated and safety-minded, have a positive attitude, and enjoy a fast-paced environment. Applicants must be willing to travel for one to two weeks at a time, as the job requires. Minimum Years of Experience: 1 year Minimum Education Required: High School/GED

**Cook** Part Time CraftWorks Restaurants & Breweries Group, Inc. West Des Moines, IA [www.indeed.com](http://www.indeed.com) Summary: Prepares food to order specification and according to recipe, procedures, quality, and speed level requirements. Essential Duties and Responsibilities Prepare food items according to our standards of quality, consistency and time lines. Ensure compliance with all health codes and requirements. Maintain stocking (re-stocking) and organization of work area daily. Education & Experience: No prior education or experience required. Experience and knowledge of kitchen equipment including but not limited to knives, slicer, mixer, salamander, stoves, ovens, Hobart, broiler and pizza oven desired. Must be 18 years of age to operated mandated equipment.

**Receiver/Stocker** - Seasonal Full Time Lowe's Altoona, IA [www.indeed.com](http://www.indeed.com) Responsible for distributing and stocking merchandise throughout the store including caring for store equipment and cleaning hazardous materials spills. Also responsible for providing excellent customer service by greeting customers and assisting customers in locating, selecting,



demonstrating, and loading of merchandise. Job Requirements Requires late evening, night-time, and early morning availability any day of the week. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.

**Customer Service Specialist** YRC Worldwide Urbandale IA [www.indeed.com](http://www.indeed.com) Entry level position in customer support. Provides courteous, efficient, and timely service to customers. Receives telephone calls, answer questions and resolves customer issues. **ESSENTIAL DUTIES AND RESPONSIBILITIES** Receives and processes customer orders, inquiries and/or complaints covering services provided. Requires analysis, judgment and sensitivity to customer needs. Provides appropriate price quotes that fit the customer request. Provides pricing, availability and schedule information. Researches and obtains resolution of a variety of customer complaints and issues. **REQUIREMENTS** High School Diploma. Knowledge and experience in PC and Mainframe applications. Excellent facilitation, communication, interpersonal and organizational skills. **PREFERRED QUALIFICATIONS** Prior customer service experience

**Cook** MGM Healthcare Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities: Prepare the food for the residents Assist in clean up, kitchen maintenance and setting up and taking down the dining areas Other job duties include delivering food to residents' rooms, preparing and serving snacks and taking inventory of food and kitchen supplies. Cook must learn the protocols and procedures for their facilities, as well as the rules and regulations for the states where they work. **Cook Qualifications:** Minimum education: High school diploma or GED Previous experience as a Dietary Cook preferred Along with physical skills, a cook must be compassionate and patient when working with elderly residents, as well as the residents' family members.

**Box Office / Cashier** Part Time Cinemark West Des Moines, IA [www.indeed.com](http://www.indeed.com) Summary 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. 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.

**Operations Processor 2** Job ID 5303616 Wells Fargo Des Moines, Iowa Our Capital Markets team manages the interest rate and operational risks associated with the origination, sale and





servicing of mortgage loans, and provides liquidity for the mortgage assets originated by Wells Fargo. The Document Management group in Capital Markets is seeking to add enthusiastic Operations Processor 2s to the growing team in Des Moines, IA. This team is responsible for transitioning paper based financial documents to electronic formats including imaging paper files, indexing documents to image repositories, and lifting data from documents. No customer communication is required. Duties may include, but not limited to: Research and review mortgage documents Resolving complex research requests using multiple resources and records. Working under general supervision following established procedures Exercise some judgment within guidelines Proactively identify potential opportunities for process improvement. Required Qualifications 1+ year of operations experience Desired Qualifications Strong analytical skills with high attention to detail and accuracy Good verbal, written, and interpersonal communication skills Basic Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information Strong organizational, multi-tasking, and prioritizing skills Ability to work in a fast paced deadline driven environment Experience reading, analyzing, and interpreting mortgage/financial documents Ability to achieve high production and quality standards Mortgage operations experience Data entry experience

**Teller** Job ID 5304705 Part-Time Wells Fargo Des Moines, Iowa [www.indeed.com](http://www.indeed.com) This exciting role includes: Going the extra mile to greet customers, show them that we care, and make them feel welcome Asking questions to learn about their financial needs and, when the customer sees the value, introducing them to other Wells Fargo team members. Working with your manager to increase your customer advocacy effectiveness through feedback and coaching. Processing multiple customer transactions through patience, attention to detail, and the ability to follow procedures. Accurately maintaining and balancing a cash drawer. Delivering upon customer needs for products such as safe deposit boxes, merchant/vault, ATM processing, bonds and coupons, foreign currency and night drop. 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.

**Night Auditor** Sheraton West West Des Moines, IA [www.indeed.com](http://www.indeed.com) To act as the sole Guest Service representative during the overnight shift. To ensure all revenue is posted to the correct department and to balance the guest ledger on a daily basis, and complete all necessary reports. RESPONSIBILITIES: Keep accurate accounts of cash, checks, and credit transactions Handles confidential information, including guest records, with a high degree of integrity Address guest complaints, issues and/or requests in friendly and professional manner taking initiative to resolve all issues. Ensure that all matters are resolved or addressed with the proper



department head. Report to management about asset utilization and audit results, and recommend changes in operations and financial activities Manages daily paperwork including occupancy report, guest list, cash drawer summary, balance sheet, account summary, history file, and housekeeping report Performs duties of a guest service agent May be required to make management decisions in a manager's absence Effectively utilize excel, workbooks, and access to submit reports to corporate office as appropriate MINIMUM REQUIREMENTS: Previous auditing experience preferred Must be able to work during the overnight hours including weekends and holidays High school diploma or equivalent preferred Required education: High school or equivalent. Required experience: Night Audit: 1 year Customer Service: 1 year

**Administrative Technician** Part Time Public Works/Engineering Urbandale, IA [www.indeed.com](http://www.indeed.com)  
Performs reception work providing organizational information and service to clients and visitors; filing and processing records and documents; performing and reviewing data entry and information; setting up work files; developing and maintaining tracking lists; scheduling facilities; taking and posting payments; processing mail; preparing forms and letters using established procedure; and maintaining an inventory of supplies and materials. Performs reception and customer service duties; answers the telephone; greets visitors; screens and routes telephone calls; provides information on department or division operations and activities; accepts monies, documentation and information on behalf of the City and ensures documentation meets City requirements; provides information on City policies and procedures as required; follows up to ensure customer question or issue is responded to appropriately .Enters data into a computer from a variety of sources including accounting, payroll, standard statistical, activity and related documents; inputs corrections and updates; verifies data for accuracy and completeness; conducts inquires; compiles information for reporting. Collects and processes over-the-counter or phone-in registrations, documentation and records for various City programs or permits; enters program information into automated system(s); verifies and determines applicability and acceptance of information; disseminates information and records in accordance with rules and regulations; tracks and issues licenses and permits. Types and proofreads a variety of routine and standard documents, lists, and forms including general correspondence, standard reports, newsletters, brochures and memoranda from rough draft, standard formats, or verbal instruction; makes routine updates to website information; prepares packets of information; disseminates information as appropriate. Participates in the maintenance of filing systems; sets up work files; reviews records for various information as requested; fulfills and documents customer requests including sensitive and confidential materials according to established procedures; scans, copies and files written and audiovisual materials. Processes the mail; receives, sorts, and distributes incoming and outgoing correspondence and packages. Schedules functions such as meetings, workshops, events, and training for assigned area; maintains function calendar; orders materials, supplies and refreshments; set-ups, arranges, and ensures facilities are cleaned. Assures that all work performed in the unit meets the City's standards for customer service, accuracy, quality, and efficiency. Assures that the City's mission, goals and objectives are fully supported and initiated. Performs other duties and responsibilities as assigned. Typical Qualifications High School Diploma or equivalent. One year of administrative support and/or customer service experience.





Valid driver's license may be required depending on assignment. Notary Public designation may be required depending on assignment. Pre-employment background criminal and credit check required.

**Team Member**, Distribution Papa Johns Des Moines, IA [www.indeed.com](http://www.indeed.com) Load and unload trucks accurately in a timely manner. Notify management of damaged or suspect product. Complete loading or receiving tasks to comply with PJFS Safety and quality standards. Assure completion of required daily distribution paperwork, i.e., receiving logs, load sheets, damaged product, etc. Operate fork trucks and other material handling equipment in a safe and professional manner. Perform daily, weekly and monthly sanitation tasks according to sanitation schedule; including, trailers. Communicate with Shift Leader regarding Safety, product levels, quality issues, day-to-day challenges, etc. Communicate with other department team members to ensure the correct product is being picked and loaded. Assist customers with will-call pick-ups as required. Ensure compliance with PJFS Safety, Sanitation and HACCP policies & procedures, federal, state and local regulations (OSHA, FDA, DOL) and all Papa John's International, Inc., policies & procedures. Perform other duties as assigned. Qualifications: Critical Ingredients: High school diploma or equivalent preferred. Previous experience with loading and unloading trucks preferred. Previous experience with technologically advanced order picking system is preferred. Ability to read and/or understand written and/or verbal policy, instruction and direction in English required. Must be able to safely operate a forklift and manual/electric pallet jacks. Ability to perform mathematical tasks required. Must be able to be contacted in case of emergency.

**Hotel Front Desk Agent** Prairie Meadows Racetrack and Casino, Inc. Altoona, IA [www.indeed.com](http://www.indeed.com) Responsible for the successful daily operation of the hotel front desk. Successfully check guests in and out of sleeping rooms. Conduct all necessary guest transactions and create front desk reports in an expeditious manner. Create accurate reservations, room blocks, and assist with group arrivals and departures. Monitor the front desk through potential times of stress and emergencies. Resolve guest concerns, implement resolutions, and notify management as necessary. Greet customers immediately with a friendly and sincere welcome, and use a positive and clear speaking voice. Listen and understand requests, issues and situations from both guests and staff members. Develop a thorough knowledge of hotel staff, property amenities, area attractions, room locations, rates and develop selling strategies. Minimum Requirements High school diploma or equivalent. Must have hotel, front desk, customer service or similar work experience. Advanced computer skills and proficiency with Microsoft Office Suite required. Knowledge of Micros Opera property management system is preferred. Excellent phone etiquette, customer service and people skills relating to both internal and external guests. Ability to work nights, weekends, holidays and varied hours.

**Front Office Clerk** Nationwide Services - Des Moines, IA [www.indeed.com](http://www.indeed.com) Front Office Clerk Position Duties Include: Daily scheduling Answering phones new hire paperwork. Assisting the accounting department Supply orders Must be able to communicate well with others Must be bilingual Hours are 8am-5pm with an hour lunch. Required language: Spanish