



Sample Job List Week January 23 – January 27

***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. ***

City Carrier Assistant United States Postal Service Des Moines, IA www.indeed.com United States Postal Service External Publication for Job Posting 10079608 This job has an exam requirement. Currently, applicants for this posting who do not yet have an exam score are being invited to take the exam. Examining will continue until capacity has been reached. Facility Location: Positions will be at various facilities within the 503 zip code area, including but not limited to the following facility location 1165 2nd Ave, Des Moines. Contact Information: Adam.D.Griswold@usps.gov CCAs hold temporary appointments for periods not-to-exceed 360 days. Subsequent appointments after a 5-day break in service may be offered but are not guaranteed and should not be expected because the use of CCAs is discretionary and subject to business needs. DRIVING REQUIRED: Applicants must have a valid state driver's license, a safe driving record, and at least two years of unsupervised experience driving passenger cars or larger. The driving must have taken place in the U.S. or its possessions or territories or in U.S. military installations worldwide. Benefit Information: This is a non-career position through which employees are hired to serve a 360-day term, with the possibility of reappointment to additional 360-day terms. This position may lead to a career position. Benefits include the accrual of paid time off (leave) at the rate of 1 hour for every 20 hours in which an employee is in a pay status in each pay period, and pay raises established by the NALC National Agreement. City Carrier Assistants are immediately eligible to enroll in the USPS Health Benefits Plan with a Postal Service premium contribution. Upon a conditional reappointment to a second 360-day term, they will be eligible for: health insurance under the Federal Employees Health Benefits Program (FEHB) with Postal Service premium contributions towards the NALC CDHP and NALC Value Option Self Plus One/Self and Family plans; dental and vision insurance through the Federal Employees Dental and Vision Insurance Program (FEDVIP); and long term care insurance through the Federal Long Term Care Insurance Program (FLTCIP). Beginning in 2017, employees eligible to participate in FEHB may also participate in the Flexible Spending Accounts (FSA) Program. Employees hired on or after November 5, 2016 may receive Wounded Warrior leave provided eligibility criteria are met.

Retail Production Worker Goodwill Industries of Iowa West Des Moines, IA www.indeed.com Provide customers with excellent customer service while shopping in our Goodwill retail stores. Duties include: Greet all customers and respond to customer questions and merchandise needs. Select, inspect and hang clothing in order as instructed Select, inspect, clean and price hard goods, ensure quality of goods processed, meets standards, maintain records of processed goods, stock, clean, and maintain sales floor and product rotation, receive donations from the public, sort donations, and ship to receiving destinations, coordinate and monitor all job set up and breakdown of the production area and adhere to orderliness and cleanliness according to Kaizen standards. Hours for this position include days, evenings, and weekends. Qualifications:



Education: High school diploma or its equivalent, or currently enrolled, or a minimum of two (2) years of any combination of military service, high school, or related full-time paid employment.

Administrative Assistant - Purchasing Access Systems Inc. Des Moines, IA www.indeed.com
What You'll be Doing: Purchase equipment for all orders within strict deadlines. Create sales orders and purchase orders; convert sales orders to tickets and opportunities. Track and document shipment and receipt of all items ordered. Create purchase orders for internal use; monitor internal stock inventory. Invoice sales orders and create customer quotes. Assist operations manager with vehicle fleet. What We're Looking for: Associate's Degree preferred, but not required. Minimum of two years of work experience in a professional office environment. Excellent written and verbal communication skills. Proficiency in MS Office tools, Outlook, Word, Excel, PowerPoint. Superior organizational skills, attention to detail and accuracy.

Warehouse Worker - Material Handler, O'Reilly Auto Parts Job ID: 4-29704, Des Moines, IA Distribution Center, Full-Time, 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. 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. www.indeed.com

Package Handler, SpeeDee Delivery Service Inc., Ankeny IA Responsibilities of a Package Handler would include unloading freight from vehicles, scanning package barcodes, sorting packages by zip code/town destination, loading outbound freight, washing fleet vehicles, and some light building maintenance tasks. The physical requirements for this position including lifting packages weighing 1-40 pounds on a continuous basis, 40-80 pounds on a regular basis, and those weighing 80-100 pounds on an occasional basis throughout each shift. Start time 10:00 pm, Benefits after 90-day probation period: Health, Dental, Life Ins., earned vacation and sick days, Quarterly profit sharing, 401K after one year. Full-time www.indeed.com

Inbound Customer Service Representative February Classes, CDS Global Des Moines, IA Customer Service Representatives receive inbound calls and provide exceptional customer service to consumers in the magazine and products industry. This includes responding to product and service inquiries, processing payments, updating accounts and up-selling customers from around the globe. We are looking for customer service representatives to work in our facility in Des Moines, Iowa to provide excellent customer service via in-bound telephone calls (includes upsell/cross-sell offers). Continually performs and meets performance standards of this position. Skills You Need... Technical Skills, Minimum typing requirements of 25 wpm, Simultaneously navigate multiple PC screens and systems, Communication Skills, Passionate about helping other, Speak in a pleasant tone, retain composure and gain confidence of the



customer, Proficient ability to read, write and speak the English/Spanish language, Problem Solving Skills, Identify and anticipate customer needs, Effectively prioritize work time to ensure productivity standards are achieved, Comfortable working under pressure, Customer Focus, Make customers feel valued and appreciated, Attitude to thrive in a fast paced, challenging, team-oriented culture, Customer Service background or experience working with people, Commitment, Paid Training classes for Full time positions begin: February 6th- 24th 9am-4pm Monday-Friday, Various full time hours available for after training. www.indeed.com

Property Assistant I, Ryan Companies US, Inc. Des Moines, IA Minimum Years of Experience Required: 2 Years, we are seeking a motivated individual to provide administrative support to real estate management operations and backup support as needed to our building services group. The candidate will answer phones and greet tenants and guests; communicate and work with property vendors; prepare monthly reporting packages and invoices for approval; help with monthly rent collections; maintain and update tenant/vendor certificates of insurance; prepare contracts and leases; and handle a high volume of tenant requests and special projects. Successful candidates will have a minimum of 2 years' strong administrative experience, with an interest in real estate management. Other must-have items include: strong organizational skills; basic accounting/financial knowledge; attention to detail; excellent communication skills, both verbal and written; a naturally positive, helpful attitude at all times when interacting with building occupants; and ability to work effectively and efficiently in a team environment while taking ownership of assigned responsibilities. Must have intermediate to advanced level of understanding and experience with MS Word, PowerPoint, Access and Excel in order to be successful. www.indeed.com

Tanning Consultant- Sun Tan City, Des Moines, IA Deliver impeccable client service to all your clients and ensure that all of your clients are treated professionally and are having an amazing experience when they are in the salon. Ability to properly engage all clients. Building relationships and rapport with your clients. Understanding and uncovering what needs the clients may have when they enter the salon. Ability to make recommendations for products or services when needs have been uncovered. Can properly execute the Client Engagement Strategies and can overcome an objection when one is presented. Ability to multi-task: Can juggle cleaning beds immediately when clients leave the salon, engaging clients and identifying their needs, maintaining the laundry throughout the day and keeping the salon clean each throughout each shift. Ability to maintain the minimum sales requirements. Basic computer skills and knowledge. Can uphold all policies and procedures required by the Company. Team Building: Can work well with others and with other personalities. Physical Requirements: Ability to stand and walk for long periods of the day. Ability to bend at the waist to clean tanning beds. Ability to bend over to pick up trash and towels from the floor. Ability to sweep, mop, dust, and scrub the salon. Ability to lift/team lift items and heavy boxes. www.indeed.com

Resident Assistant – ChildServe, Ankeny Duplex, Full Time www.childserve.org
Works closely with supervisors, nursing, therapists to assist children with special health care needs live a great life. Responsible for total care of residents for feeding, bathing, dressing and



helping them towards becoming as independent as they possibly can. High School / GED Experience with children with special needs/work in human services helpful. Chauffeur license helpful. Shift: Varied PM Shifts Monday-Friday with Rotating Weekends. Week 1 Monday: 3pm-10pm Wednesday: 3pm-10pm Thursday: 3pm-9pm Saturday: 8am-4pm Sunday: 8am-4pm Week 2 Tuesday: 2pm-9pm Wednesday: 3pm-10pm Thursday: 3pm-9pm Friday: 2pm-9pm, 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: 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.

Food Service Asst. Food Truck Optimae LifeServices Des Moines, IA Full-time, Part-time, Optimae LifeServices is seeking part-time food truck staff to cook and serve food on its Jamaican food truck. Base on interest and skill level, may also provide job coaching to employees. Job coaching involves providing support to employees for job placement to ensure successful workplace orientation and job retention. Experience preparing and cooking food in a commercial setting preferred. Must have great customer service skills. Able to work in a fast-paced environment. Flexible hours, Qualifications Be at least 18 years of age; Licensed driver with automobile insurance; Background check required which includes Child and Dependent Adult Abuse and driving record check. www.optimaelifeservices.com

Direct Support Professionals, Optimae LifeServices Des Moines, IA We have openings for part time Direct Support Professionals. Applicants should possess a willingness and desire to work with people experiencing Mental Illness, Intellectual, and Developmental Disabilities. If you want more than a job, join our team where you can make a difference; assist in teaching life skills to individuals in a community based setting. Supporting our customer's social and learning environment. Assisting with activities of daily living. Supporting our customers to achieve the personal goals of their choice. We are looking for self-directed individuals with characteristics of compassion, respect, and problem solving skills. Background check required which includes Child and Dependent Adult Abuse and driving record check.

Warehouse Worker, Construction & Aggregate Products, Inc., Des Moines, IA Construction & Aggregate Products, Inc. is a Des Moines wholesale distributor looking for a reliable person to do shipping and receiving. This position may also include light pick-up/delivery (mostly metro area) of parts. With the right candidate, advancement into inside sales is a possibility. This is a full-time position with a full benefit package. Uniforms are provided at no charge. A good driving record is a must. CDL not required. Interested candidates should apply today! Job Type: Full-time

Grocery Team Member Target Ankeny, IA Provide fast, fun and friendly service. Maintain a clean, great-looking store. Train new team members. Deliver accurate product placement, pricing and labels. Learn new technology. Neatly arrange items on shelves. Move merchandise



using proper equipment and techniques. Act quickly to resolve guest concerns. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment. Target merchandise discount. Competitive pay. Flexible scheduling.

Qualifications: Learn new technology. Neatly arrange items on shelves. Move merchandise using proper equipment and techniques. Act quickly to resolve guest concerns. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment. <https://jobs.target.com>

Cook/Dietary Aide, Rose of East Des Moines - Des Moines, IA \$8 an hour - Part-time, This position is for a part-time cook (20 hours a week) in an assisted living facility. This position will be responsible for cooking lunch and dinner in a licensed commercial kitchen in an assisted living facility. This position is responsible for using predetermined, approved menus, associated ingredient designations and advance census enrollments in the process of meal preparation and food ordering. This position is responsible for establishing a dining rapport with the resident population and building the dining census. This position is responsible for managing assigned dietary aides. Meal preparation for two meals and determination of staffing requirements. Ordering food and managing inventory. Managing dietary staff. Managing food service budget through increased meal participation, controlling food costs and managing staffing levels. Coordination of kitchen operations in conjunction with facility administrator. Experience in food service industry – cooking. Servsafe certification preferred. Skills and Abilities: Applicant should have demonstrated analytic skills for meal preparation and food ordering. Interpersonal skills for establishing rapport with residents and managing dietary aides. Compensation: Competitive package of salary and benefits, commensurate with experience and abilities. Food Service: 1 year, Cook: 1 year

Front Desk Agent, Holiday Inn Express- Urbandale IA \$9 an hour - Full-time, Part-time, Front Desk Agent - Front Desk Holiday Inn Express Hotel & Suites Des Moines - Urbandale, IA \$9/hour Part-time, the position will be primarily PM and is being offered as part time with the opportunity full time based on business demand and candidate flexibility. This is an excellent opportunity for an applicant who is a student, someone looking for a part-time second income, a retiree looking for additional income, or an individual looking to re-enter the workplace. Iowa Hotel Management Inc. Provides customer service to guests of hotel by performing the following duties. Essential duties and responsibilities include the following. Other duties may be assigned. Greets, registers, suggestively sells rooms, issues room keys, assigns rooms to guests and sets wake up calls in an efficient, warm and friendly manner. Ensures guest safety by following established security procedures including fire/tornado procedures, key security and guest privacy. Date stamps, sorts, and racks incoming mail, faxes and messages. Records and communicates guest special requests and problems to appropriate department and ensures they are addressed in a timely and acceptable manner. Answers inquiries pertaining to hotel services; registration of guests; and local attractions and provides travel directions. Accurately checks out guests and communicates departures with housekeeping staff. Accurately computes bill, collects payment, makes change for guests and makes deposits according to IHM cash handling procedures. Makes, confirms and cancels reservations via telephone, computer and in



writing. Answers and routes internal and external phone calls in an articulate, friendly manner using prescribed procedures. Posts charges such as room, food, liquor, or telephone, to ledger. Deposits guests' valuables in hotel safe or safe deposit box. Maintains the shift-to-shift log accurately to ensure proper communication between shifts is maintained. Maintains the cleanliness and organization of the hotel lobby and front desk area. www.indeed.com

Cleaning/Janitorial Marsden Bldg Maintenance, L.L.C. is a facility services provider of commercial janitorial, building maintenance and specialty property services with operations serving customers throughout the Central corridor of the United States. Marsden is a building services contractor known for its operational excellence and its ability to provide great services to small businesses and large multi-state or multi-regional companies alike. Marsden enjoys an unmatched reputation for maintaining property value. General cleaning, mopping, dust mopping, vacuuming, spot glass cleaning, dusting, etc. Marsden Bldg Maintenance, L.L.C. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, age, sex, gender identity, creed, ancestry, disability, sexual or affectional orientation, marital, color, religion, national origin, status with regard to public assistance, protected veteran status, individuals with disabilities or any characteristic protected under federal, state or local law. Benefits: Medical Insurance, Dental Insurance, Vision Insurance, Paid Vacation, paid holiday after 90 days, Screening Requirements: Criminal Background Check, Other