



Sample Job List Week January 30 – February 3

***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. ***

Clerical Support Assistant Job ID 212332 Wellmark Des Moines IA www.indeed.com Wellmark is currently recruiting for a Clerical Support Assistant to facilitate work flow through opening, sorting, batching and delivering documents, imaging documents, tracking and monitoring inventories, distributing work to appropriate staff, maintaining production reports and providing high quality and timely support to the unit for which they serve. Minimum Qualifications required (all must be met to be considered): High School Diploma or (GED) Less than one year of experience: Ability to monitor, track, document and report all administrative methods and procedures Ability to organize file, records, and supplies, prioritize work appropriately, prepare correspondence and timely completion of projects Ability to perform data entry with accuracy and timeliness Accomplish task and processes accurately and completely Basic computer and mathematics skills to calculate data or solve practical problems

HR Administrative Assistant Accumold Ankeny, IA www.indeed.com This person will provide professional and confidential HR support for a variety of administrative duties and projects, while creating positive relationships within the organization. RESPONSIBILITIES: Maintains and updates all confidential electronic and hard copy personnel files and training records. Files contents in a timely manner and ensures compliance with legal requirements. Communicates regularly with employees regarding address changes, family status changes or other information used in maintaining benefit plans and updating various HR software systems. Develops understanding of employee benefit options. Notifies employees when they become eligible for benefits. Enrolls and makes changes to employee benefit elections during open enrollment and qualifying events. Serves as liaison to benefit vendors and assists employees with benefits questions. Responsible for administration of COBRA and HIPAA notifications as necessary. Coordinates new employee orientation meetings and distributes benefit plan summaries. Communicates important policies and procedures as well as confidentiality requirements. Creates and replaces employee identification badges. Maintains learning management system database, files training documents, and prepares training reports as needed. Prepares employee separation materials and related documents. Prepares unemployment claim documentation and responds to unemployment notices. Sends reminders and monitors the timely completion of Performance Appraisals. Maintains and updates management on attendance point system. Provides administrative support to HR department. Assists with planning and organizing employee events. Completes a variety of other administrative tasks that include, but are not limited to, data entry, filing, mailing, copying, sorting, assembling, etc. Performs other job-related duties and special projects as required. REQUIREMENTS: Education/Experience. High school diploma or GED required. Associate's or Bachelor's degree and 1 year related experience preferred. Computer Skills. Ability to operate personal computer, fax machine, copy machine and telephone required. Above average



knowledge of Microsoft Word, Excel, and Outlook preferred. Experience using enrollment websites to accurately input employee benefit elections preferred.

Policy Plan Services Coordinator TCA Consulting Group Des Moines, IA www.indeed.com Will do some scanning, phones, data entry, email and various clerical work.

Performs a limited variety of clerical duties for functional groups. Under general supervision, performs a limited variety of clerical work which may include, but is not limited to, compiling and arranging data; processing and coding documents; maintaining records and files; preparing standard reports and forms; sorting and distributing mail, computer output, and reports; reviewing documents and procedures for necessary revisions and updates; ordering supplies; photocopying; faxing; data entry; and filing. Other duties as assigned. High school diploma or equivalent. 2-3 years general office experience.

Direct Support Professional (Weekend Respite) Part-time Easter Seals Iowa - Des Moines, IA 50313 www.indeed.com Responsible for the health, safety and general welfare of assigned clients for the entirety of each session. Ability to create and maintain healthy relationships with clients and team members. Assist with daily personal care needs of each assigned client as needed, including providing support with toileting, teeth brushing, choosing clean clothes, feeding, and all personal care needs. Acquire working knowledge of each assigned client's profile, such as individual strengths, barriers, behavior supports needed, medication and side effects. Responsible for documenting the client's likes and dislikes. Assist assigned clients with daily morning cleanup, including making beds, sweeping, and sending laundry to housekeeping as needed. Assist in cleaning of program areas and cabins at the end of each weekend. Independently transition client groups to scheduled activities, assist clients to be involved in activities, and adapt activities to meet the needs of each individual client providing one-on-one assistance as needed. Knowledge, Skills and Experience Requirements High school diploma or equivalency preferred. Minimum age of 18. Desire to work with persons who have disabilities. Ability to successfully complete orientation. Ability to pass CPR (Adult and Child), First Aid within first 90 days Required education: High school or equivalent

Assistant Kitchen Manager Easter Seals Iowa - Des Moines, IA www.indeed.com Assist in preparing kitchen areas (main lodge and/or Hubbard Lodge) for the opening and closing of each session, including inventories. Assist in the preparation and serving of scheduled meals. Assist in the planning of special diets. Assist in daily cleaning and sanitation of kitchen and dining area floors and storerooms, to meet Public Health and American Camping Association standards. Assist in the proper care, cleaning and maintenance of all kitchen equipment, including refrigerators, freezers, stoves, ovens, coffee makers, juice machines, sinks and counters. Assist in the preparation for cookouts and treat boxes. Function as kitchen manager in the absence of Kitchen Manager/Head Cook. Understand and comply with all policies and procedures. Other duties as assigned Knowledge, Skills and Experience Requirements High school diploma or equivalency preferred. Minimum age of 19. Formal vocational courses in cooking, dietetics, menu planning, food purchasing or general home economics helpful. Experience in serving large groups helpful. Ability to accept supervision and guidance. Ability to work with staff and



participants in a professional and caring manner, demonstrating integrity and adaptability. Ability to work “non-traditional” hours as required, including weekends, evenings and holidays.

Housekeeping/Laundry 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

Health Benefits Specialist PHC East Side Clinic Des Moines, IA www.indeed.com
Responsible for providing excellent customer service in delivering education, outreach and in-person assistance to patients/clients to obtain and maintain health coverage and other benefits. Document, and maintain patient/client financial and health benefit information and assist patients with health benefit applications. Identifies patient/client needs, screens for eligibility and provides assistance in obtaining resources, through application and referral processes. Coordinates with PHC team members to provide positive service experiences for patients. Minimum requirements include: High school diploma or equivalent, 2 years of customer service experience, knowledge of third party payers (insurance, Medicare, Medicaid, etc.), bilingual in English and Spanish, and reliable transportation.

Tellers Full Time Affinity Credit Union - Des Moines, IA www.indeed.com Primary Duties and Responsibilities: Provide quality service to members and potential members in the office and over the phone. Performs routine member transactions to include deposits, withdrawals, cash advances, loan payments, and transfers in a courteous, accurate, and efficient manner. Balance daily. Other duties as assigned required education: High school or equivalent Required experience: Customer Service: 1-year Cash Handling: 1 year.

Intake Coordinator Assistant Optima LifeServices Des Moines, IA www.indeed.com The Intake Coordinator Assistant will be responsible for providing assistance and support to the Intake Director in regards to onboarding new referrals into site services. The Intake Coordinator Assistant will also oversee the relocation of current customers to alternative site locations, oversee the intake process and the completion of the customers’ main chart documentations, and coordinate the opening of new residential homes. Qualifications Be at least 18 years of age. Experience preferred in the field of human services. A high school diploma or GED is required Licensed driver with automobile insurance * Background check required which includes Child and Dependent Adult Abuse and driving record check.



Membership & Enrollment Specialist II Wellmark Des Moines IA www.indeed.com As a Membership & Enrollment Specialist II you will provide high quality and timely membership and enrollment services for health, life, pharmacy, dental, flex and or Medicare products by enrolling new members and updating existing member data in accordance with regulations and Wellmark guidelines. Core Competencies: Accountability: Owning and taking responsibility for one's actions. Business Acumen: Understanding industry, market, financial and company specific operations Collaboration and Communication: Working together; listen to other's ideas; communicate accurately and concisely Decision Making: Consider all facts and impacts when making decisions focus on the Customer: Consistently doing what is in the best interest of our customer. Leaving a positive impression on the customer by elevating their experience; making it simpler and educating to helping them understand. Minimum Qualifications required (all must be met to be considered): High School Diploma or GED, 1-3 years of related experience, including: 1+ years of experience in a health insurance operations environment; experience with claims, customer service, membership and enrollment, billing, or similar area. Experience processing system changes for new or existing customer records, identifying inconsistencies, determining next appropriate steps, if applicable, and communicating information with stakeholders. Ability to validate/reconcile information timely and accurately while prioritizing work as needed. Excellent verbal and written communication skills. Basic math, analytical, and research skills. Experience with Microsoft applications and proficient data entry skills

Employee Service Rep I Req Number: 132904ADPW Des Moines, IA www.indeed.com
RESPONSIBILITIES: Provide Tier 1 customer support Respond to basic inquiries regarding ADP products Answer non-technical questions Conduct correspondence with customers and representatives Leverage strong interpersonal skills and product knowledge to execute daily customer-centric activities QUALIFICATIONS REQUIRED: High School diploma No previous experience required PREFERRED QUALIFICATIONS: Preference will be given to candidates who have the following: Bachelor's degree Preferred Strong client relationship and interpersonal skills Must be comfortable working in a performance-based and structured environment while demonstrating high ethical standards Demonstrated ability to learn and apply basic concepts in new situations Organizational Skills: the ability to multi-task, set priorities, and follow up in a timely manner Ability to collaborate and work in a team environment as well as work independently and make sound decisions

In Home Services Scheduler IMMANUEL Windsor Heights, IA Provides administrative support for the In-Home Services Department. Responsible for coordination and scheduling of in-home services for all participants in a timely and efficient manner. Prepares schedules according to participant needs, care requests, and those contained in the plans of care. Works closely with the transportation team, participants, caregivers, and center staff to assure accurate and effective scheduling of services according to participant needs. Independently and accurately handles a wide range of scheduling duties in a fast paced environment. Coordinates In- Home



Nursing supply orders to maintain appropriate levels of inventory. Supports and lives out Immanuel's Mission and CHRIST Promises. Education- High School Diploma/GED is required. Post high-school Associate Degree or Certification preferred, desired in a healthcare related field. Equivalent years of experience may substitute for education. Experience- One (1) year of scheduling and/or dispatching experience and/or one (1) year of Certified Nurses Aide (C.N.A.) experience, or a combination to equal one (1) year is required. Two (2) years in an administrative role, preferably in the healthcare industry. One (1) year of experience in working with the frail or elderly is preferred. Equivalent years of education may substitute for experience. Other Requirements- Must have medical clearance for communicable diseases and up-to-date immunizations before having direct participant contact. Must have a valid driver's license, proof of insurance and have means of transportation. Basic Life Support (BLS) Skills i.e. Health Care Level Cardiopulmonary resuscitation (CPR); Automated External Defibrillator (AED); First Aide (FA).

Member Care Representative II Job ID: 44746 Nationwide Insurance Des Moines, IA www.indeed.com JOB SUMMARY: Responsible for handling inbound calls of moderate complexity regarding insurance policies from policyholders, agents, third parties, and business partners. Completes and processes all necessary forms. Creates an exceptional customer experience while contributing to individual and team goals. Provides process and performance improvement recommendations. JOB REQUIREMENTS: Education: High school studies; some undergraduate studies preferred. Experience: Meets minimum experience level for Member Care Representative I. In addition, typically three months of foundational training and experience; successful demonstration of holistic foundational experience including performance and company strategy elements. Demonstrated experience in moderate call handling.

Shipping Advanced Analytical Technologies, Inc. - Ankeny, IA www.indeed.com
This full time position would coordinate and assist in the preparation of shipments of customer orders. Primary responsibilities would include: Ensuring that all customer order requirements are met in regards to shipments. Responsible for traceable shipping documents, and that AATI policy and procedures are understood and met. Gathers, verifies, and packs items for shipment according to specifications and the transportation method used. Complies with all safety and environmental regulations, and works to create and promote a safe working environment. Participates in continuous improvement activities and uses lean tools to improve processes. Performs other related duties, as assigned. Requirements: Experience in shipping is a plus but not required. Excellent verbal and written communication skills; strong documentation skills with high attention to detail. Proficient in Microsoft Office Suite: Excel and Word. A self-starter and the ability to follow through on requests/assignments. Able to lift up to 40 lbs. daily and up to 50 lbs. occasionally.

Office Assistant/ Personal Assistant Amon Consultant, Des Moines, IA www.indeed.com
Responsibilities/ Duties Answering telephone calls Maintaining diaries, arranging appointments Taking Messages Typing/word processing and filing documents, organizing meeting, booking



transport and accommodation. Qualifications. A minimum of High school diploma. Ability to use Microsoft word and excel Applicants must be able to read write.

Pastry Bakers for Mon-Fri Schedule Flagship @ Largest Social Media Company - Altoona, IA www.indeed.com Flagship at largest social media company is currently seeking Strong-Experienced Pastry Bakers to work at our Altoona, IA campus, schedule is Monday-Friday varied shifts and times. If you think that you have the passion and the years of experience to showcase some of your vast pastry knowledge and ability to execute at a high production level, I encourage you to apply to this amazing opportunity before it goes away. Requirements: 3 years' experience- necessary, Servsafe Certified Preferred Culinary Arts Degree Preferred Good work ethic background check

Broadband Specialist I Mediacom Communications Corporation Des Moines, IA www.indeed.com As a Broadband Specialist I (Field Technician), you will be primarily focused on new installations of our cable television and broadband services. You'll drive a company van, go into customer homes, and represent Mediacom every day to our customers. You'll also learn and perform a variety of duties including installation, changes of service, additional outlet installation, disconnection of service, payment collection, and any special requests customers may have in regard to installation. Experience/Skills: Entry level; 0 to 18 months' experience. High school diploma or GED required. Trade school training preferred. Valid driver's license; satisfactory driving record required. Ability to interpret and correctly fill out various work order forms provided by the Company. Ability to interact with customers and co-workers; ability to communicate verbally. Good written and oral communication skills. Ability to work in all weather conditions and at various heights. Ability to work flexible work hours, including evenings, weekends, holidays and overtime as required.

Carrier Administrator Worldwide Logistics Des Moines, IA www.indeed.com What You'll Do As A Carrier Administrator: Evaluate and approve carrier paperwork Enter and maintain carrier profiles in our system Prepare, enter and maintain carrier rates Ensure current and compliant insurance coverage for truckers Scan, index and file trucker information Request W9s and other required paperwork from truckers, providing to Accounts Payable Help process claims Maintain accurate fuel surcharges in system Audit trucker files Research load issues and work with appropriate individuals to resolve Manage trucker payment expectations What You Need: Minimum of HS Diploma / GED Scanning and indexing experience Prior experience with carrier paperwork a plus, but will train MS Office Suite proficiency Ability to work in a fast-paced environment Attention to detail, quality and results Desire to learn and be cross-trained in all areas of the department Excellent communication skills, both oral and written Excellent attendance record.

Image Support/ Data Entry Operator CDS Global West Des Moines, IA www.indeed.com Description Keys a variety of information from imaged documents such as name and addresses, email addresses, check amounts, scan lines, credit cards, micr lines, mark sense and handprint keying. Prints reject reports, locates batches, and pulls rejected items from batch and flags



batch on system for cutoff. Ensures all rejected transactions are sent to the proper area for processing. Ensures accurate updating of subscriber records and maintains client turnaround time. Maintains confidentiality of CDS Global and its clients' proprietary information Required Skills Minimum typing requirement of 35 WPM. (Typing assessment required) Average knowledge of PC. 10-key experience preferred. Ability to analyze, interpret and process data. Ability to repetitively key and sit for extended periods of time. Must be at least 16 years of age. Average ability to read, write and speak English.

Sales Person CarHop - Des Moines, IA www.indeed.com As a key member of the branch Sales team, the Sales Consultant is responsible for promptly greeting our customers as they come into the branch, educating our customers about the CarHop program, determining the customer's needs, gathering personal information and assisting the customer with the loan application process, act as a Liaison between the customer & our finance company, coordinating vehicle selection & ultimately closing the sale. Additional responsibilities include phone-based marketing calls to CarHop leads (warm calls), general lot maintenance duties (i.e. cleaning, organization, trash removal) & other reasonable duties as assigned Responsibilities/Expectations Greet customers promptly as they come into the branch Get people excited about the benefits of the CarHop Program. There's nothing like it and it really is exciting! Conduct face-to-face auto sales on the lot or in the branch Negotiate terms and down payment with customers Accompany customers on vehicle test drives as needed Minimum Requirements High School Diploma or equivalent Previous sales experience strongly preferred; experience in retail is a plus Strong verbal communication skills, problem-solving and independent work skills Must successfully complete pre-employment criminal background and motor vehicle records inquiries, have a valid driver's license, and have a driving record that is acceptable to our insurance carrier Must be available to work evenings and Saturdays

Plasma Center Receptionist Job Id 500AHB Shire West Des Moines, IA www.indeed.com Greets all visitors to the facility including new and repeat donors in a timely manner exhibiting strong customer service skills. Answers incoming phone calls in a timely manner exhibiting strong customer service skills. Administrative functions related to new donors, repeat donors and SPE only donors that include but are not limited to: Verifying appointment times. Assisting donors with future appointments, ensuring repeat donors scan in electronic system. Creating or pulling donor record files. Verifying prior donations. Requesting identification for new donors. Notifying the appropriate personnel that visitor/donor has arrived. Contact donors to remind them of physical appointments. Performs other duties as necessary. Supports the center management team in identifying operational opportunities for continuous improvement, initiating changes to center processes as needed, through use of company approved procedures (including but not limited to 5S, Value Stream Mapping and Kaizen). Qualifications High School Diploma or equivalent. Ability to read and follow Standard Operating Procedures (SOPs) and to maintain complete and accurate records. Experience in a laboratory, hospital, or other regulated environment is a plus. Candidate should have strong interpersonal skills and be an excellent communicator who can successfully interact with visitors and customers. Requires excellent English language comprehension, both written and verbal.



Experience in Microsoft Office Suite applications. Must be able to prioritize work and handle multiple projects simultaneously.

Hospital Service Technician Universal Hospital Services, Inc Des Moines, IA www.indeed.com
Job Description: The Hospital Service Technician is responsible for equipment management tasks in the hospital, including: delivering equipment, accessories and disposables to patient rooms; delivering equipment to standby locations; picking up soiled equipment; cleaning and processing equipment; conducting equipment tracking rounds throughout the patient rooms; and recording each activity by scanning equipment as it is completed. Knowledge and Physical Requirements High school diploma or equivalent. Prior work experience in hospital setting or customer service preferred. Basic computer skills. Willing to work flexible hours, including evenings, weekends and holidays, as well as emergency off-hours as required. Able to lift and/or push 75 pounds. Able to stand and walk for long periods of time.

Resident Assistant - Urbandale Home, 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. Education requirements: High School / GED 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.

Dietary Aide #208539 Genesis HealthCare Des Moines, IA www.indeed.com POSITION SUMMARY: The Dietary Aide performs a variety of food service functions in maintaining clean and sanitary conditions of food service areas, facilities, and equipment. Assists in some aspects of food preparation. Qualifications SPECIFIC EDUCATIONAL/VOCATIONAL REQUIREMENTS: Ability to read, write, and understand directions in the English language. High school diploma or equivalent is preferred.

Donor Recruitment Specialist P/T LifeServe Blood Center Des Moines, IA www.indeed.com
Primary Responsibilities of this Position Include: Your primary responsibility will be performing telephone recruitment to schedule blood donation appointments with our generous blood donors. Education and/or Experience: Call Center experience preferred 1-year customer service required Working knowledge and experience working on computer system required

Fuel Station Clerk Part-time Hy-Vee, Inc. Des Moines, IA www.indeed.com Provides prompt, efficient and friendly customer service. Operates cash register accurately and scans product. Ensures cleanliness of store, quality and quantity of product, and tends to supply needs in the store and at the pumps. Education and Experience: No education or experience requirements.

Housekeeping Aide Regency Care Center Des Moines, IA www.indeed.com Housekeeping Aide Responsibilities: Mop Sweep Dust Wash windows Shampoo and vacuum carpets Arrange



furniture Generally clean furniture, equipment, fixtures and hardware Other duties may be assigned.

Laundry Aide Regency Care Center Des Moines, IA The overall purpose of the Laundry Aide position is to provide assistance in the delivery of laundry services. This position may wash, dry, fold, iron, mend and distribute or deliver linen or residents' clothing. Laundry Aide
Competencies: Loads articles into washer and adds specified amount of detergent, soap or other cleaning agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Removes lint following three (3) loads. Lifts clean, wet articles from washer and places them successively into wringers and dryers for measured - time cycles. Sorts dried articles according to identification numbers or type. Folds and places items in appropriate storage bins. Lubricates machines. Dissolves soap granules in hot water and steam to make liquid soap. Mends torn articles. Sorts and counts articles to verify quantities on laundry lists. Iron required items. Laundry Aide Requirements: High school diploma or general equivalency diploma (GED). Related experience and/or training; or equivalent combination of education and experience preferred.

Resident Assistant

Culinary Service Aide

Assistant Cook

These positions were sent out from CIW last week listing vacancies for Edencrest at Green Meadows is located in Johnston and they have several openings they are looking to fill.

If you are someone you know is interested, please contact Pam Smith

Pam Smith, Manager 515-207-1984 or email at greenmeadowsmanager@edencrestliving.com

Their website is <http://edencrestliving.com/employment/>