



## Sample Job List Week April 3 – April 7

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

**Customer Service Representative** Alorica Des Moines, IA [www.indeed.com](http://www.indeed.com) JOB Responsibilities Talks to customers over the phone, email, online chat or social media to resolve their questions or concerns. Maintains and updates customer information as necessary. Calmly attempts to resolve and de-escalate any issues. Escalates calls to supervisor when necessary and appropriate. Responds to requests for assistance and/or possible processing of credit card authorizations. Tracks call-related information for auditing and reporting purposes. Provides feedback reports on call issues related to downtime and/or training issues. Upsells to customers as necessary JOB Requirements Minimum Education and Experience: High School Diploma or GED required; college degree preferred Customer service experience a plus Phone-related customer service a major plus Familiarity with Microsoft Windows, Word, and Excel applications Bilingual language skills a plus Knowledge, Skills and Abilities: Stellar customer service skills – and an overwhelming desire to make lives better, one interaction at a time Ability to use phone and computer systems Excellent oral and written communication skills Strong listening/comprehension skills Ability to stay composed and objective. Conversational, patient and confident, with a positive attitude

**Collections Customer Care Associate** Alorica Des Moines, IA [www.indeed.com](http://www.indeed.com) Customer Care Associates work on behalf of our clients to assist customers with common account service and payment questions. Helping individuals to get their accounts back from past due status. They may be one to six months behind on contract payments and we would assist in collecting that past due amount. These are active accounts. Requirements: HS Diploma or GED 6 months call center or sales preferred. Basic use of Word and Excel required

**Front Desk Receptionist** Part-time Fitness World West - West Des Moines, IA [www.indeed.com](http://www.indeed.com) late afternoons and early evenings and weekends Required education: High school or equivalent

**Evening Office Clerk** Dohrn Transfer Company Des Moines, IA [www.indeed.com](http://www.indeed.com) Hours 3pm-11:30pm ESSENTIAL DUTIES Answer phone calls regarding tracing, pickups, driver communication, customer service. Provide clerical support for Operations Check in drivers, ensuring their paperwork is intact and complete Scan bills of lading, delivery receipts, manifests, strip sheets Enter Driver Vehicle Inspection Report data. Work in Imaging Check to ensure all documents have been scanned other duties as needed Minimum requirements: High School education or equivalent Computer skills including Microsoft Office Data entry, 10-key and typing experience Detail-oriented Good communication skills- verbal and written



Excellent customer service skills Ability to work in a team as well as individually Excellent attendance. Required education: High school or equivalent Required experience: Administrative Skills: 1 year

**Administrative Services Specialist (SBS)** Polk County, IA - Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Under general supervision, provides advanced administrative and support services for departmental management staff including expenditure control, personnel administration, purchasing, and payroll. Provides liaison with other administrative departments such as Information Technology, Human Resources, payroll, and purchasing as well as State agencies. Exercises independent judgment and discretion in the interpretation of laws, regulations, and procedures; researches, compiles, and analyzes a variety of program/operational data; performs advanced word-processing, spreadsheet, and database functions; assists with budget preparation, monitors/projects expenditures. Ability to accurately type a minimum of 35 words per minute. Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents. Ability to accurately type a minimum of 35 words per minute Knowledge of general budgeting and accounting practices/procedures. Knowledge of business English, spelling and arithmetic. Training and Experience: Graduation from high school or equivalent education, and four years of related work experience which must include at least one year in a position utilizing secretarial skills, or Any equivalent combination of training and experience that will have provided the required knowledge, abilities and skills. Special Requirements: A criminal background check may be required. A drug screen may be required prior to final offer of employment.

**Customer Support Associate** Part-time At Home Stores Clive, IA [www.indeed.com](http://www.indeed.com)  
Responsibilities Provides customers a positive shopping experience with a smile and a can-do attitude. Performs cashier duties accurately while processing all transactions per policy. Maintains 5S standards (Sort, Straighten, Systematic cleanup, Standardize and Sustain) in all areas excluding receiving. Performs store conditioning tasks and housekeeping (inside and out) tasks as assigned. Operates all equipment in a safe manner per directed procedures. Ensures a safe working and shopping environment while minimizing shrink and damages. Executes company directives, policies and procedures timely, accurately, and thoroughly. 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.

**Caregiver/Home Health Aide** Silver Lining at Home - Des Moines, IA [www.indeed.com](http://www.indeed.com) Ideal candidates will have: Vehicle Valid Driver License Registration References Requirements: High School Diploma or equivalent No experience necessary - we offer in-house training as well as continued growth opportunities. You're not just working at a job; you're building your career as a caregiver! We have openings in Omaha, Lincoln & Council Bluffs areas. Required language: English Required license or certification: Driver's License

**Valet Attendant** Weekdays HealthPark Valet Clive, IA [www.indeed.com](http://www.indeed.com) When you work with us, you're more than a valet attendant. You provide complete care at the curbside – greeting



patients, giving directions and parking cars. To become a difference-maker at HealthPark Valet, you will need: A valid driver's license for at least 3 years. A clean background screening and driving record. Excellent communication skills and a passion for customer service. The ability to stand for long periods of time over a 4-hour to 10-hour shift. The ability to do a lot of running when parking and retrieving vehicles A good working knowledge of most cars; manual transmission (stick-shift) experience preferred The flexibility to work holidays and weekends is preferred. Physically-demanding position suitable for an active person who is able to work outside in all types of weather.

**Usher** Part Time Cinemark West Des Moines, IA [www.indeed.com](http://www.indeed.com) Ushers may be designated "Usher-B" (Booth Ushers) in theatres with 35mm projectors after proper training. The Usher may also be asked to double as the Box Office Cashier, Concession Worker, or Restaurant Worker, as staffing needs require. Essential job responsibilities Greets Customers and visitors. Announces information (seating availability, promotions, etc.) Tears tickets and directs Customers to an auditorium. Helps Customers find seats and invites Customer seating changes when the auditorium is full. Monitors auditorium for unruly behavior and movie presentation and sound quality. Cleans auditorium between each showing. 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 communicate and make announcements requires a clear speaking voice. Must be at least 16 years of age.

**Housekeeper** Part Time The Bridges at Ankeny, Ankeny, IA [www.indeed.com](http://www.indeed.com) The housekeeper performs day-to-day housekeeping services ensuring a clean, attractive facility in accordance with all laws, regulations and Company standards. Reports to Director of Environmental Services. Must be able to read, write, speak and understand the English language. Must be able to move intermittently throughout the work day Must be able to assist in the evacuation of residents Must be able to perform day-to-day housekeeping duties including dusting, vacuuming, disinfecting, polishing, emptying wastebaskets, cleaning, replenishing and mopping Must be able to lift 30lbs floor to waist; lift 10lbs waist to shoulder; lift and carry 30lbs; and push/pull 40lbs. Must practice dependable, regular attendance

**General Laborer** AAB Leasing, LLC - Des Moines, IA [www.indeed.com](http://www.indeed.com) Hand digging utilities for directional bore. Required education: High school or equivalent

**Night Guest Laundry Attendant** Part Time Extended Stay Hotels West Des Moines, IA [www.indeed.com](http://www.indeed.com) The night guest laundry attendant position must demonstrate and promote a strong commitment to providing the best possible experience for our guests and associates. The position is responsible for assisting guests overnight, checking in and checking guests out in accordance with company guidelines and procedures. The position is also responsible for completing all laundry responsibilities while ensuring that all safety and security procedures are in place in accordance with company guidelines for all associates and guests. Minimum



qualifications: High School Diploma or General Education Degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. MINIMUM QUALIFICATIONS: High School Diploma or General Education Degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Housekeeper** Courtyard by Marriott Clive, IA [www.indeed.com](http://www.indeed.com) Respond promptly to requests from guests and other departments. Fill cart with supplies and transport cart to assigned area. Enter guest rooms following procedures for gaining access and ensuring vacancy before entering. Replace guest amenities and supplies in rooms. Replace dirty linens and terry with clean items. Make beds and fold terry. Clean bathrooms. Remove trash, dirty linen, and room service items. Check that all appliances are present in the room and in working order. Straighten desk items, furniture, and appliances. Dust, polish, and remove marks from walls and furnishings. Vacuum carpets and perform floor care duties (e.g., in guest rooms and hallway).

**Dietary Aide/Cook** Part-time Iowa Jewish Senior Life Center Des Moines, IA [www.indeed.com](http://www.indeed.com) The hours will fluctuate between the day and evening shifts and will include working every other weekend. Requirements Prior experience is preferred. We are looking for someone with the following experience (or, if the right candidate does not have experience we are willing to train, if you have): Ability to work in a fast-paced environment Ability to learn quickly Ability to maintain a clean and sanitary work environment Self-motivated Resumes can be submitted to Heide Warner, Dietary Director, by one of the following methods: to download a job application, please go to our website at [www.seniorlifecenter.org](http://www.seniorlifecenter.org) Dropped off in person Faxed to (515) 277-8898900 Polk Boulevard Phone: 515-255-5433 Fax: 515-277-8898 Des Moines, IA 50312

**Dock Worker** (Part-Time) XPO Logistics Des Moines, IA [www.indeed.com](http://www.indeed.com) Essential Functions: Available to work a variety of shifts, including days, evenings, nights and weekends due to varying freight volumes. Efficiently sort, handle, load and unload palletized and non-palletized freight using appropriate motorized and manual equipment, including pallet jack, forklift and by hand as needed. Utilize mobile hand held devices for tracking shipments. Safely climb in and out of trailers. Lift freight and other objects of various shapes, sizes and weights (up to 50 lbs. frequently and greater than 75 lbs. occasionally). Secure freight inside trailers using appropriate tools and supplies (e.g. pallets, straps, rope). Knowledge, Skills and Abilities: Prior dock/warehouse experience in the transportation industry is a plus. Prior forklift experience in a freight / less than truckload environment preferred. Prior experience loading and unloading trailers preferred. At least 18 years of age. Highly motivated individual with attention to detail.

**Warehouse Associate/Mechanical Assembler** Seneca Tank - Des Moines, IA [www.indeed.com](http://www.indeed.com) Reporting to the Warehouse Manager – Parts Sales & Service, the incumbent builds, replaces, repairs and tests petroleum fluid delivery system components, performs shipping and receiving duties, maintains parts inventory records, organizes stock inventory, distributes parts internally, and maintains warehouse and grounds. Qualifications: 1 year of experience using hand, power,



pneumatic, and measuring tools to build/repair mechanical components Valid Class-C Operator (noncommercial) driver's license High school diploma or equivalent.

**Pari-Mutuel Teller** (Seasonal) Prairie Meadows Casino, Racetrack & Hotel - Des Moines, IA [www.indeed.com](http://www.indeed.com) Duties: Responsible for fostering a fun environment and providing a JACKPOT customer service experience for each guest. Responsible for efficiently and accurately selling wagers on live and simulcast races. Responsible for efficiently and accurately cashing winning wagers and vouchers. Responsible to maintain an accurate cash balance. Responsible to check ID's and follow all department and regulatory guidelines. Maintain TIPS and Title 31 compliance. Monetary incentive for tellers that operate hand-held portable wagering terminals. Requirements: High school diploma or equivalent. Previous experience in, or knowledge of, thoroughbred racing is helpful. Job consists of long periods of standing, sitting, and walking in an indoor and outdoor environment. Requires accurate cash handling skills and the aptitude to learn the operation of betting terminal. Must have an outgoing, energetic, and enthusiastic attitude that encourages repeat visits.

**Facilities/Warehouse/Mailroom Associate** Job ID 2016-118203 Part-Time Acosta Urbandale IA [www.indeed.com](http://www.indeed.com) May be responsible for mail delivery and janitorial duties as assigned. May include miscellaneous janitorial duties like minor repair work, clean up of facilities (sweeping, picking up, and furniture/equipment movement) and lawn maintenance for some branches. This position is a "jack of all trades" position at some facilities. At others, may involve warehouse duties such as: the loading and unloading of materials onto or from vehicles, pallets, trays, racks etc. may be responsible for the organized inventory placement and order filling in a warehouse environment. Qualifications: High School Diploma/GED required. 6 months of previous mailroom/warehouse/maintenance/janitorial and/or lawn maintenance experience preferred must be able to communicate effectively with others, must be able to speak and hear. Must be able to operate a vacuum cleaner and an assortment of small hand tools including hammer, screwdriver, drill, case cutter and hand truck. Must have good "handy-man" skills. Must have a valid driver's license and be able to drive a van. Must be able to lift at least 50 lbs. Must be willing and able to work both inside and outside in all types of weather conditions. Must be able to operate mailroom equipment such as sorter, scale, folder, sealer, etc. This position requires that you drive on behalf of Acosta Sales & Marketing, and as such, any DUI/DWI conviction in the past 36 months will be an immediate disqualifier for this position.

**Janitorial Worker / Maintenance** Liberty Tire Recycling, LLC Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsible for cleaning buildings, removing debris (inside and out), and keeping areas neat and orderly. Vacuums and floors, empties trash receptacles, maintains grounds and other duties as necessary for the operation.

**Housekeeping** Homewood Suites Ankeny, IA [www.indeed.com](http://www.indeed.com) Must be able to work most weekends. We are a fun, hardworking small-nitch housekeeping Department that likes to take care of our guests and get the rooms done in a reasonable time. We are looking for someone to



fit in our easy going, hardworking team and be ready for the busy summer ahead. Please come in to apply anytime, open interviews Wednesday April 12th from 2pm - 4pm. If you can't make it in these times, come in anytime to fill out an application and we will call you back!

**Laundry Attendant** Part-time Homewood Suites Ankeny, IA [www.indeed.com](http://www.indeed.com) We are looking for someone part time or full time to sort, wash, fold, & stain treat all our Hotel Laundry. We have evening hours Part-Time available and/or Full Time day/afternoon hours available. Must be available Friday Evenings. We are looking for someone who can work on their own, willing to help make beds and clean rooms if needed and can have a great Can-Do personality.

**Food and Beverage Host / Barista** Part-time Marriott West Des Moines / Two Rivers Grille - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsibilities: Providing personalized service to all guests. Greeting, seating and refreshing beverages. Checking on tables. Bussing tables. Working with kitchen and service staff to ensure high levels of customer service at all times. Preparing foods such as Starbucks Coffee Drinks fruit and milk machines or dispensers. Stocking coffee, juice, and milk machines or dispensers. Setting out/arranging cold food such as sweet rolls, muffins, donuts, cereal, etc, for self-service. Clearing and cleaning tables as they are vacated. Wiping up spills and maintaining cleanliness of all appliances and counter space throughout the morning. Removing trash. Restocking self-service food and supplies as needed. Washing serving equipment and returning it to storage. Returning reusable supplies to storage. Handling cash and charge transactions through the point of sale system. Ensuring accurate cash bank handling according to policy. Must be 16 years old or older. Required education: High school or equivalent. Required experience: coffee/ tea barista: 1 year restaurant: 1 year

**Auditor / Checker** 1st shift Lineage Logistics Des Moines, IA [www.indeed.com](http://www.indeed.com) The Auditor/Checker examines and records materials transported by truck or rail to or from site by performing the following duties by performing the following duties. Job Requirements 18 years or older. High school diploma or general education degree (GED); Proven ability to use basic mathematical skills. Available to work occasional to frequent overtime Ability to operate manual and electric material handling equipment such as hand jacks. Must be willing and able to frequently push, pull, kneel, bend and reach. Ability to communicate with supervisors, associates, and forklift operator