



Sample Job List Week April 17 – April 21

***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. ***

Data Entry Fulfillment Representative- Junior Equifax West Des Moines, IA www.indeed.com
The Data Entry Fulfillment Representative will perform routine clerical duties, such as filing, tabulating, compiling and/or posting records. This person will may also be responsible for answering incoming calls and greeting clients/visitors. Processes documents and conducts manual research using searches, databases or other tools to find missing information required for verification Contact agents, brokers, members or clients to confirm conflicting information or retrieve missing information in order to process the item that has been submitted Process files daily through database Requirements: Must be available to work the following shift: 5:00 PM - 2:00 AM CST Excellent verbal and written communication skills Ability to lead and adapt to changing business needs Ability to multi-task and switch between projects and/or tasks seamlessly

Receptionist/Office Assistant Fredrikson & Byron, P.A. - Des Moines, IA www.indeed.com
Fredrikson & Byron, a Minneapolis based law firm, has an excellent opportunity for a full-time Receptionist/Office Assistant in their Des Moines office. This position will cover the receptionist desk and provide administrative support to the office. Responsibilities include receptionist work, assisting the legal administrative assistants and the attorneys. Must be able to work in a fast paced environment and manage multiple projects efficiently and effectively. Requirements Candidates must have receptionist experience, advanced skills in Microsoft 2010 Suite and have excellent organizational skills. Legal experience a plus.

Housekeeper The Shores at Pleasant Hill Senior Living Community - Pleasant Hill, IA www.indeed.com
Housekeeper Full Time Employment: Monday - Friday 8:30pm-5:30pm. The Shores at Pleasant Hill is an active senior living community looking for a compassionate, trustworthy person who enjoys working with seniors. Applicants must possess the following qualities: good customer service, good communication skills, and the ability to problem solve. We are seeking a reliable team player with a high school diploma and one to three years of professional housekeeping experience. Required education: High school or equivalent

Shelver City of Waukee, IA - Waukee, IA www.indeed.com
Job Description: Performs all standard operations of shelving and organizing library materials, as well as limited circulation services. Job Responsibilities: Assists with circulation services to process materials being returned to the library. Sorts and shelves new and returned materials according to the library organizational system. Locates materials in order to fill hold requests, or attempts to locate materials considered "lost". Assists with opening or closing procedures. Assists with cleaning or processing of new materials as time allows. Ensures regular and punctual attendance to allow for effective teamwork with other employees, face-to-face interaction with patrons and



staff, and working with items or equipment located at the Waukee Public Library.
Qualifications: Must have high school diploma or GED, or currently be in pursuit thereof.
Library or related customer service experience preferred.

Shift Lead - Building Attendant Part-time Iowa Events Center - Des Moines, IA www.indeed.com
The Shift Leads work specifically in the areas of housekeeping, grounds maintenance, room sets and arena conversions at the Iowa Events Center. Responsible for leading small setup and cleanup crews as needed. Qualifications High school diploma or equivalent preferred
Demonstrated ability to lead small teams with supervisory direction.
Must have solid understanding of Operational Checklists including: room sets, daily cleaning and office cleaning. Have familiarity with OSHA requirements preferred Demonstrated experience in handling multiple tasks at one time and meet deadlines

Customer Service Representative City of Des Moines, Des Moines, IA www.indeed.com
Performs a variety of clerical, general office duties, and information dissemination services for employees and visitors; performs directly related work as required. Acceptable Experience and Training: Graduation from High School or possession of a GED; and Some experience in general office and customer service operations; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. A minimum typing speed of 40 wpm. COMPLETION OF PERFORMANCE EXAMINATION: Iowa Workforce Development (IWD), 430 E. Grand Avenue, Des Moines, Iowa will administer the performance examination consisting of a keyboarding exam. IN LIEU OF THE PERFORMANCE EXAM: Applicants must currently hold a City of Des Moines position requiring a typing speed of 40 WPM or higher. Or have previously taken the IWD Keyboarding Exam resulting in a score of 40 NWPM or higher within 6 months of the application deadline Candidates for positions in this class must pass a post-employment offer physical examination and drug screen. Ability to pass a background check.

Receptionist Part-time Candeco Johnston, IA www.indeed.com. We are looking for a Receptionist that will handle all incoming phone lines, greet visitors and perform other clerical tasks as assigned in a timely and efficient manner. This person will also be responsible for the design and distribution of the Candeco Monthly Employee Newsletter, oversee office equipment maintenance, office supplies inventory, and assist the Accounting Department with OIG checks, remittance forms and filing. Minimum Qualifications High School Diploma or GED One (1) plus years administrative/office experience High level of literacy in spoken and written English Ability to handle multi-incoming lines and greet visitors in a cheerful and professional manner Proficient in Microsoft software and applications required education: High school or equivalent Required experience: Receptionist: 1 year

Patient Service Specialist (PSS) Physiotherapy Associates Johnston, IA www.indeed.com
Responsibilities will include general clerical duties including but not limited to: Greeting patients and visitors to the Center Answering telephones, faxing, filing, etc. Scheduling patients' Insurance verification Assisting therapists as needed for general clinic maintenance and upkeep



Qualifications: High School Diploma or GED required Good oral and written communication skills Ability to use all necessary office equipment (faxes, copiers, telephones, etc.) Ability to interact well with other staff members, customers, field associates and businesses Ability to type 60 words per minute preferred Strong customer service skills

Call Center Specialist Willis Auto Campus Des Moines, IA www.indeed.com As a Call Center Specialist you will: Respond to customer inquiries or service requests via e-mail or phone in a professional and courteous manner. Manage appointment schedules to maintain an adequate workload for all vehicle lines, including detail and accessories, based on assigned hours and appointment numbers, according to technician and advisor availability. Schedule service appointments and accurately describe the service needs in the appointment system software. Reserve loaners and complete proper forms for the scheduling of rental cards and pick up and/or drop off of scheduled appointments. Coordinate drivers and arrange for out of town pick up and deliver of vehicles. Promptly respond to requests from various department personnel (sales, collision, etc.) in a professional and courteous manner to assist in providing the ultimate guest experience. Perform follow-up calls to all service customers to ensure that they are completely satisfied with their recent work performed. Complete out-going calls to customer base to increase appointment and retention. Qualifications: High School Diploma or equivalent required. Previous experience working in multi-line call center preferred Working knowledge of Excel, Outlook and locating information on the Internet required Strong written and verbal communication skills required Ability to remain calm during confrontation required Strong attention to detail

Front Desk Receptionist/Dental Assistant Part-time Iowa Dental Group - Des Moines, IA www.indeed.com. Our fast paced dental office is looking for a part time front desk position/registered dental assistant. This candidate should be energetic, highly motivated with great communication skills, strong organizational skills and Eaglesoft proficient. Hours would be Monday 8 am-5 pm, Tuesday 8 am-1 pm and Wednesday 8 am- 1 pm (hours can be flexible). The candidate MUST be certified with dental knowledge. Salary based on qualifications.

Terminal Clerk I 5138BR Estes Express Lines Des Moines IA www.indeed.com Job Summary Answer telephones with a heavy call volume and direct calls with accuracy. Responsible for checking in drivers Enter delivery manifest data into the computer system. Conduct imaging and scanning of bills of lading and other documents Identify freight bills requiring special delivery instructions Responsible for the distribution of bills of Lading. Enter data into the dispatch system Work with driver handhelds Regular attendance is required. This is not an all-inclusive list of job requirements and/or duties and may not contain all capabilities necessary to perform the job at all times due to circumstances; Operational, safety and other needs may require the employee to perform any and all other duties as assigned; Employees are expected, and must be able to perform all such duties and task Qualifications: High School Diploma or General Educational Degree (GED), or any combination of education and experience, which would provide an equivalent background Experience in billing, collections, tracing & OS&D preferred Computer skills, proficient in MS Word and Excel. Strong customer service skills Good clerical skills. Possess excellent verbal and written communication and listening skills



Security Specialist Securitas Security Services USA, Inc Des Moines, IA www.indeed.com As a Security Officer, you will be responsible for observing and reporting activities and incidents at an assigned client site, providing for the safety of client property and personnel. You will also make periodic tours to check for irregularities and to inspect protection devices and fire control equipment. Specific qualifications for this safety role include: * High School Diploma or GED * Prior work experience in the security industry, preferred * Working knowledge of security operations and procedures * Ability to meet any applicable state, county and municipal licensing * Strong organizational skills * Ability to write routine correspondence, including logs and reports * Schedule flexibility

Inventory Specialist Part Time This position is responsible to receive and ship merchandise to/from store and to stock merchandise in the warehouse or on the sales floor. Receive and ship store merchandise: Removes merchandise from truck and compare against packing list. Applies security tag to product and moves it to sales floor or warehouse storage. Packages merchandise for shipment and completes bill of lading for transfers Packages merchandise for shipment to return to Distribution Centers. Operates equipment according to company safety standards to assist in moving merchandise. Stocks merchandise on the sales floor. Assists in the receiving of drop shipments Prepares merchandise for home delivery. Accurately documents movement of merchandise. Completes paperwork for store receiving, transfers, home delivery, DEVO, Junk Out. Basic Qualifications: Lift or maneuver 50 pounds, and team lift up to 100 pounds Prior experience in a team environment requiring clear, professional and effective communication Preferred Qualifications: High School Diploma or equivalent 3 months experience in retail or customer service or warehouse environment

Delivery Driver Helper - Apprentice Performance Foodservice Des Moines, IA www.indeed.com Performance Foodservice – TPC is seeking a dependable and well organized Delivery Driver Helper. This is an apprentice position based out of the Des Moines, Iowa area. The position is designed to prepare interested candidates for a career as a Class A CDL Delivery Driver. The Delivery Driver Helper will perform the following duties: Assist the Delivery Driver in the safe and accurate delivery of foodservice products to customers in a timely and efficient manner. Properly load and unload frozen, chilled and dry food products to assure safety and minimal risk of damage to cargo and danger to people. Insure that the correct product is in satisfactory condition and placed in correct locations per the customer's request. Maintain effective communications with transportation supervisors, management and the sales department. Complete required paperwork in a timely manner. Develop and maintain a professional and effective relationship between the company and the customer. Attend 10 week Class A CDL training session, and perform at a satisfactory level in order to attain a license. Perform other related duties as assigned. Required Qualifications: High School diploma or GED. Must have a desire to advance to a Delivery Driver position once fully trained. Must have an acceptable Motor Vehicle Record. Must meet the medical standards of the U.S. Department of Transportation. Must be able to work various hours including day and evening including some Saturdays. Must be able to perform all delivery functions including: Lifting up to 90 pounds on



occasion and 20 to 50 pounds frequently. Operating trailer lift gates and two-wheeled hand trucks. Balancing, stooping, reaching, standing, walking, pulling, grasping, talking and hearing. Working inside and outside in a wide variety of temperature and environmental conditions. Performing basic math operations.

Driver Helper Arctic Glacier Des Moines, IA www.indeed.com. Reporting to the Distribution Manager, this position is responsible for assisting Drivers during deliveries while providing exceptional customer service. This position requires an individual who is committed to superior customer service and possesses strong communication and interpersonal skills. The ability to react to a fast paced environment is required, in addition to excellent customer service skills, organization and time management skills and basic math skills. The candidate must be physically able to carry out the job duties, which includes regularly lifting up to 50lbs and using a two-wheel hand cart loaded with up to 300lbs of ice.

Warehouse Generalist Fulfillment Center Part-time Hy-Vee, Inc. Urbandale, IA www.indeed.com Receives product, verifies invoices, delivers product to the appropriate department in a prompt, efficient, friendly and safe manner. Education and Experience: High School or equivalent experience. Six months to one year of similar or related experience. Supervisory experience preferred. Equipment/Programs Used to Perform Job: Electric pallet jack, hand pallet jack, forklift, two-wheeler (hand trucks), RPM, Telmar computer, Telexon ordering unit, C.A.R.S. system, intercom system and telephone.

General Maintenance 3rd Shift Capital City Fruit - Norwalk, IA www.indeed.com POSITION SUMMARY A Third Shift Maintenance member will maintain cleaning and sanitation of production lines. Cleaning includes food contact and non-contact surfaces as detailed in scheduled checklists. Will also help and fill-in with other basic janitorial duties as needed. Other tasks will also be given to this position as needed which provides a variety of work that is both challenging and fun! QUALIFICATIONS High school Education 2 years of experience in cleaning a facility [Warehouse environment preferred Ability to use computers to respond to Work Orders Ability to work overnights

General Production Operator Liberty Tire Recycling, LLC Des Moines, IA As a production worker you'd be involved in processing tire derived materials constructed from shredded tires, which includes but is not limited to, measuring and feeding batches of raw materials into production machinery operating production line equipment assembling goods for processing and packaging reporting equipment faults to maintenance staff monitoring the production process and carrying out basic testing and quality checks storing goods and raw materials using lifting equipment and forklift trucks Packaging goods ready for shipment. Requirements: Able to work Overtime and Saturdays Previous Operator experience. Authorized to work in US Able to lift 50+ Pounds for long periods while standing Enjoy working outside. Punctuality and workmanship Forklift Experience a plus



Heavy Duty Warehouseperson-HVDTWH Casey's General Stores Ankeny, Iowa
www.indeed.com As a Heavy Duty Warehouse Team Member, you will: Operate mechanical equipment, such as forklifts, single and/or double pallet jacks, dollies or other mechanical warehouse equipment to unload merchandise from incoming trucks and/or to prepare grocery items for shipment to all Casey's store locations. Open shipping containers with box cutters. Verifies tote count from Repack/Health and Beauty area. Selects and verifies cigarette count and stacks onto pallet. Examine assigned grocery picking labels to determine correct aisle, shelf, and slot number containing products to be packed for shipment. Comply with established Company safety procedures. Requirements Ability to bend, kneel, walk frequently. Work is performed in a warehouse setting so temperatures vary. Ability to operate a single and double pallet jack, forklift and other mechanical warehouse equipment.

Warehouse Associate I - Waterworks - Grimes IA www.indeed.com Job Summary
Responsible for specialized warehouse tasks in loading, unloading, order pulling, shipping, returns, forklift, fabrication, counter, or may have a generalized role working in all departments. Minimum Qualifications Must be eighteen years of age Must pass the Drug Test Must pass the Background Check Must pass pre-employment tests if applicable Education and Experience: HS Diploma or GED, strongly preferred. 0-2 years of experience in area of responsibility. Preferred Qualifications Knowledge of machines and tools. Forklift experience.

Claims Customer Service Rep I Job ID: 46180 Nationwide Des Moines, IA www.indeed.com JOB SUMMARY: Serves as first contact with Claims customers. Takes Notice of Loss for routine claims from policyholders, claimants and others. Utilizes computerized system(s) for information gathering; takes manual loss reports as necessary. Makes claim referral decisions and verifies coverage. Answers questions from and gives direction to policyholders, claimants, agents and others. JOB REQUIREMENTS Education: High school studies. Post-high school studies preferred. Experience: One year related work experience preferred. Knowledge: Basic understanding of the role of customer service. Familiarity with insurance and/or claims terminology desirable.

Dental Receptionist Des Moines Pediatric Dental Center - West Des Moines, IA
www.indeed.com Busy Pediatric Dental office in West Des Moines is seeking an individual who is personable and detail oriented. Applicant must have excellent verbal communication skills and computer knowledge. Specific duties include patient management-check in patients, verify and update dental insurance benefits, confirm appointments, schedule appointments, present treatment plans etc. Organizational skills and ability to triage is necessary. Dental experience is preferred with knowledge of ADA procedure codes. IDEAL and a plus if applicant is a registered/certified dental assistant to help clinically if necessary.

Patient Service Representative Avadyne Health Des Moines, IA www.indeed.com Job Description: To make payment arrangements for outstanding hospital account balances with client patients and guarantors through inbound and outbound calling via use of an auto-dial



system. To note information regarding account status as accounts are worked and promptly respond to customer inquiries. Education/Experience: High school diploma or GED required Prefer some college Prefer minimum of two years of work experience in customer service or healthcare office setting with familiarity with medical billing cycles, processes and procedures Excellent verbal and written communication skills Provide excellent customer service on behalf of clients in a variety of situations including those that escalate Exceptional interpersonal, organizational, business communication and time management skills Proficient in basic PC applications; proficient in internal and client systems as needed; update and note account information; type at least 45 WPM; proficient with 10-key

Administrative Assistant Part-Time Kohl's West Des Moines, IA www.indeed.com Position Summary: Responsible for ensuring day-to-day communication from Corporate is directed to the appropriate Executive and/or Associate, maintaining Associate information, timekeeping and scheduling systems, reporting total store payroll, and other functions as directed by the store management team. Required Qualifications Prior Administrative experience in a general office, in expense control or in human resource administration. Basic math and reading skills, legible handwriting, and attention to detail. Working knowledge of Microsoft Office (including Word and Excel) and computer basics. Ability to work as part of a team.