



Sample Job List Week May 1 – May 5

***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. ***

Administrative Assistant Lifespace Communities, Inc. - West Des Moines, IA www.indeed.com
Lifespace Communities would like to introduce the opportunity to become an Administrative Assistant at the home office in West Des Moines, Iowa. The Administrative Assistant performs a variety of administrative duties for various departments at the home office. Answer all incoming calls in a prompt, courteous and professional manner. Receive all persons who enter the office in a courteous, professional manner, informs, guides, directs or otherwise assists visitors, staff or vendors tactfully and congenially to present the best possible image of the Living Lifespace standards. Maintain and update all directories including home office, printers and communities. Coordinate filing with multiple departments and maintain off-site storage management details. Copy documents as needed. And here's what you need to apply: Advanced Excel and PowerPoint skills are required. High school diploma or equivalent Associates degree preferred. Background in healthcare ideal, but not required. Two to three years of applicable experience Certification in Microsoft office applications preferred. Ability to interact with residents, guests and team members in a professional manner. Expert computer skills which include but not limited to, Microsoft Office, specifically Microsoft Word, Excel and PowerPoint. Ability and willingness to expand this knowledge as needed to support the needs of the business. Strong proofreading and editing skills for projects, letters, etc.

Resident Assistant/CMA - Johnston Home, Part Time ChildServe Johnston, IA 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. Assists the children or young adults in becoming as independent as possible in personal cares, preparing meals, caring for household, and other life skills areas. Assists the children or young adults with comfort measures including but not limited to positioning and safety devices. Treats all individuals in home with dignity and respect. Protects the privacy of all individuals in home. Assists with transportation as needed. Assists children and young adults in planning and implementing schedules Follows individual care plans by conducting baselines, implementing support plans and procedures as written. Qualifications 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, and Med Manager certifications helpful

Participant Center Aide - Full-time Days -Immanuel Pathways Central Iowa Immanuel Windsor Heights, IA www.indeed.com Requirements of Job: Be legally authorized (certified) to practice the job's functions and actions in Iowa and Nebraska. Only act within the scope of his/her authority to practice in Iowa and Nebraska. Agree to abide by the philosophy, practices, and



protocols of the PACE organization. Job specific competencies for the Participant Center Aide will be met prior to assuming participant care. Incumbent may be assigned to perform job duties or cover for a counterpart at more than one Immanuel Pathways site in Iowa and Nebraska on a fill-in basis for a short duration. Education- High school diploma or equivalent is required. Active Certified Nursing Assistant Certificate required. Experience- One (1) year of experience working with the frail or elderly population required. Other Requirements- Must have medical clearance for communicable diseases and up-to-date immunizations before having direct participant contact. Basic Life Support (BLS) Skills i.e. Health Care Level Cardiopulmonary resuscitation (CPR); Automated External Defibrillator (AED); First Aide (FA).

Patient Service Representative UnityPoint Health Urbandale, IA www.indeed.com Essential Functions and Responsibilities: Greet patients and visitors and provide courteous, caring and professional assistance to all individuals contacting the office. Answer their questions and provide non-medical information and/or direct to appropriate person or department. Answer telephone calls in a clear, calm and professional manner. Screen calls by urgency and route calls promptly, accurately, and professionally to appropriate party. Make, cancel and reschedule patient appointments maintaining appointment schedule according to office procedure. Qualifications: High School or Vocational School graduate. Mandatory Reporter certification. Knowledge of medical terminology, anatomy and physiology. Ability to demonstrate strong customer service skills. Ability to effectively enter information into a variety of computer programs. Ability to understand and apply guidelines, policies and procedures. Ability to interact effectively with physicians, health care team members, individuals and members of their support systems. Ability to communicate effectively with people of diverse professional, educational and lifestyle backgrounds. Previous medical office experience preferred.

Office Associate Part-time Kmart Corporation Des Moines, IA www.indeed.com Jobs in this category are responsible for assisting in all office functions including general office and cash office procedures. Some essential duties include reviewing Selling Price and Unit Adjustments, unit integrity, invoice accuracy, shipment logs, invoice register reports, reconciling daily cash and printing reports as directed. • Must be 18 years of age or older

Stand-Up Forklift Operator- 2nd shift Lineage Des Moines, IA www.indeed.com As a Stand-Up Forklift Operator with Lineage, you will drive electric powered industrial trucks with lifting devices for Stand-Up Forklifts to move products, equipment, and materials. As the ideal candidate you are comfortable learning and working with other machinery and material handling equipment as well. This is a fast paced active role in a busy distribution center. Requirements: 1 year of experience on stand-up forklift Minimum of H.S./GED Diploma Must be willing and able to work weekends Must be willing to work in cold environment (company provides all necessary gear) Must be able and willing to complete a pre-employment basic math skills test. Must be able and willing to complete a pre-employment background check and drug screen



Warehouse Personnel Stetson Building Products, Inc - Des Moines, IA www.indeed.com JOB SUMMARY: Schedules and directs the activities of the forming warehouse in the movement of forming equipment through the location warehouse within specified productivity, cost, quality, and safety standards. JOB QUALIFICATIONS: Minimum formal education: High School Diploma or GED. Minimum job content knowledge: Basic knowledge of the forming operation. Knowledge of inventory procedures. Minimum experience: 1 year construction, forming, welding and/or warehouse experience. Required education: High school or equivalent Required experience: Construction, forming, welding and/or warehouse: 1 year

Warehouse Worker Bedrock International - Elegant Home Design, LLC - Grimes, IA www.indeed.com Responsibilities: Provide and encourage outstanding customer service Prepare customer orders and transfers for shipment Pack orders accurately loading and unloading of containers and trucks Sustain a clean, organized and systematic work area Requirements: Basic reading and writing skills required. 1-2 years general warehouse experience Forklift certified Manual agility required for operating machinery Ability to lift and pull 70 lbs. Dependable Team player required education: High school or equivalent Required experience: warehouse: 1 year Required license or certification: Forklift Certified

Assistant Part Time Angeli Cristiani Childcare - West Des Moines, IA www.indeed.com Looking for a motivated, energetic and hardworking assistant that can help the director and owner with various tasks, paperwork and errands at Angeli Cristiani Childcare in WDM. Must be able to pass a background check Must have a good driving record Pay attention to detail Be reliable Have a positive attitude Must be 18 years or older

Administrative Specialist Prelude Behavioral Services Des Moines, IA www.indeed.com Responsibilities include: Responding to patients both on the telephone and in person. Answers questions and schedules appointments. Assisting patients with completion of intake and financial paperwork. Enters patient information into the electronic recordkeeping system. Typing and filing forms, correspondence, and other documents. Scheduling appointments, making copies, maintaining and retrieving patient files. Generating service reports. Collecting patient fees for services and literature. Schedule is 8:00am to 4:30 pm Monday through Friday as well as approximately one Saturday every three months from 8am to Noon. High school diploma or equivalent required. Proficiency with Microsoft Office, experience with multi-line telephone, and excellent communication skills are essential.

Receptionist Diabetes/Endocrinology Catholic Health Initiatives Mercy Medical Center Des Moines www.indeed.com Job Summary: Under direct supervision, Receptionist is responsible for performing a variety of general administrative support duties associated with the patient intake process and performs routine duties within the clinic. Essential Duties: Perform patient check-in at the time of visit and completes all paperwork necessary to ensure the admitting process is efficient and all clinic and regulatory policies are in compliance. Answer phone calls and direct them appropriately. Schedule appointments according to office guideline. Obtain accurate patient and insurance information, collecting copays (TOS) and deductible amounts.



Copy/scan patient access related hardcopy materials (e.g. ID, referrals, insurance cards, etc.) into the correct location in the electronic medical record. Prepare charts for patient appointments making sure all necessary information is complete. High school diploma or equivalent required.

Customer Service Specialist Best Buy Des Moines, IA www.indeed.com Job responsibilities include: Flex as coverage between Checkout, Store Pickup and Customer Service as necessary Accountable for driving positive NPS results at Checkout, Store Pickup and Customer Service. Maintain professional communication with customers and peers while using cross-functional company resources and tools. Engage customers using soft skills while solving issues, providing end-to-end solutions with fast and accurate processing of transactions. Ensure Front of Store cleanliness and merchandising standard execution. Basic Qualifications: 3 months experience actively using and learning about customer electronics Prior experience in a team environment requiring clear, professional and effective communication Prior experience with recommending products, services or solutions to others Preferred Qualifications: High School Diploma or equivalent 3 months experience working in customer service or sales 3 months experience in retail stores or environments

Customer Service Advisor Mister Car Wash Des Moines, IA www.indeed.com Promptly acknowledge customers and set the tone for a superior experience. Present options and suggest services based on customers expressed needs Consistently exceed sales goals and performance standards Provide world class customer service Educate on the benefits of our Unlimited Wash Club (UWC) Properly invoice customers based on the services performed Accurately process service tickets and balance cash drawers at the completion of each shift What we're looking for: Outstanding Customer Service and ability to problem solve Outgoing, energetic and a track record of exceeding goals Suggestion selling skills with the ability to educate customers. Excellent communication skills (listening, verbal, & written) Ability to work a flexible schedule with long hours on your feet and in a fast-paced environment.

Housekeeper Healthcare Services Group Des Moines, IA [ww.indeed.com](http://www.indeed.com). The light housekeeping duties are very important in maintaining infection control and become like family to the residents we serve. The tasks consist of sanitizing, sweeping, dust mopping, damp mopping, dusting, organizing, and removing garbage in resident's rooms and common areas.

Dietary Aide Healthcare Services Group Des Moines, IA www.indeed.com The Dietary aide plays an important role in providing an excellent dining experience for the residents we serve. While assisting in preparing and serving meals to the residents you will build great relationships with the residents. The residents look forward to meals and playing a role in making them satisfied can be very rewarding. The tasks include, preparing food, cleaning and sanitation, serving food, and breaking down tables and washing dishes



Rehab Technician ChildServe Johnston, Iowa www.indeed.com Clean and organize the therapy areas, and manage the kitchen and meal preparation for the center. Maintains order in center cleaning designated areas at prescribed times, disinfecting toys as needed and set up/ clean-up of treatment sessions while following established protocol. Performs regular inventory of stocked items and resupplies as needed, including scheduled inspection of all therapy equipment/toys. Menu planning, meal preparation, and ensuring dietary needs of children are consistent with physician orders. Compiles, organizes, creates, and purchases weekly food order. Maintains kitchen cleanliness as required by licensing standards. Performs basic assistance with treatment activities under the direct supervision of a licensed therapist. Provides direct care support to children in the day health service as needed. Assists supervisors and clinical team leads as directed. Performs other duties as assigned. **QUALIFICATIONS:** General knowledge of Child and Adult Food Program preferred. Must have ability to drive and use a computer. HS Diploma CPR Certification or willingness to obtain within 3 months, required. Must pass DCI child abuse check and complete child abuse affidavit. One year working in healthcare setting or with children required. Prefer experience working in childcare, rehabilitation service, or kitchen.

Concrete Finisher Manatt's Inc Johnston, IA www.indeed.com Job Description Our Des Moines Metro Paving Division has an opening for the 2017 construction season for a Concrete Finisher. Job duties include Leveling concrete to specified depth and workable consistency Smoothing and shaping surfaces of freshly poured concrete. Finishing concrete surfaces. Removing rough or defective spots from concrete surfaces Directing setting of forms. General laborer duties and other duties may be assigned **Qualifications** Ability to work effectively and cooperatively with others Basic math skills Effective communication skills High school diploma or GED Current driver s license Willingness to obtain CDL Acceptable driving record

Customer Service - Test Center Administrator Part-time Prometric West Des Moines, IA www.indeed.com The Test Center Administrator (TCA) serves as the face of Prometric in test centers around the world. These emerging professionals are part of a growing specialization within the company and thrive in fast-paced environments that support people who are taking life-changing exams. Required Conduct Ensure every candidate receives a fair test. Represent Prometric's vision, mission and values Inspire others to succeed Ensure your test center provides a best-in-class and comfortable testing experience Permit only eligible candidates Safeguard the test center from misconduct **Responsibilities:** Maintain and apply expert knowledge of test center policies, practices and procedures Greet examinees and verify identification Administer and proctor tests Register and prepare candidate scorecards If applicable, digitally scan and record candidate fingerprint identification Continuously monitor candidates as they complete exams Resolve or report candidate issues with urgency Secure all computer software in the test center at all times **Required Experience:** High School Diploma required, college experience a plus One to two years customer service related experience required Ability to communicate with candidates effectively and with professionalism and authority Ability to learn and apply operational and maintenance instructions, and other job documents Ability to write detailed reports and correspondence Ability to multi-task and



handle small tools, pack equipment for shipping or unpack for installation Familiarity with Microsoft Windows-based computer programs Familiarity with computer programs and applications (including but not limited to MS Office, Outlook, Explorer-web browsing)

Waitrons / Server Assistants Seasonal Positions (April - October) Part-time Prairie Meadows Casino, Racetrack & Hotel - Des Moines, IA www.indeed.com Server Assistants Duties: Responsible for assisting the waitrons/servers with the set-up and cleaning of serving areas. Maintains good working knowledge of the restaurant layout, table numbers, terrace levels and serving areas. Opens the work stations, stocks condiments, garnishments and sauces for each shift. Responsible for properly closing the work stations and dining room. Ensures that all products are wrapped, dated and stored properly. Responsible for cleaning the station. Requirements: Experience in food service preferred. Must have proven customer service skills. Standing, walking and climbing stairs for an 8-hour shift. Ability to lift up to 50 lbs. and push a cart up to 150 lbs. Ability to work weekends, holidays and varied hours. Waitrons/ Servers Duties: Takes orders and serve food and beverage in a timely manner. Maintain a neat and clean atmosphere. Assists in setting up the dining area with service items & condiments. Helps guests select food and beverages by presenting menu or buffet items available. Adheres to safety, sanitation and alcohol control policies. Requirements: Previous waitron experience helpful. Excellent interpersonal, people skills. Standing, walking and climbing stairs for an 8-hour shift. Ability to lift up to 50 lbs. and push a cart up to 150 lbs. Ability to work weekends, holidays and varied hours.

Team Member Distribution Job Number: 2016-5391 Papa John's Des Moines, IA www.indeed.com The Distribution Team Member is responsible for loading and unloading goods, determining loading procedures, staging orders and checking product for loading accuracy. Qualifications: 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.