



Sample Job List Week February 20 – February 24

***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 / Office Assistant Access Systems Inc Des Moines, IA www.indeed.com
Responsibilities: Field incoming phone calls and emails for service and supply orders. Develop a detailed understanding of each of our respective divisions; accurately place customer service and supply requests. Receive and place customer service requests; ensuring sufficient detail is obtained to communicate request. Obtain details and verify the accuracy of customer copier and printer supply requests. Collaborate with employees and customers to ensure customer requests are resolved in a timely manner to the customer's satisfaction. Assist with in-house contract set up and contract management. Qualifications: High school diploma; Associate's degree preferred. Extensive software skills required – Microsoft Office. Typing skills in excess of 40 words per minute. Pleasant telephone manner and proper phone etiquette. Ability to "think on feet" when dealing with callers. Ability to communicate accurately and clearly in both verbal and written communication.

Administrative / Purchasing Assistant Access Systems Inc Des Moines, IA www.indeed.com
Responsibilities: 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. Qualifications: 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, and PowerPoint. Superior organizational skills, attention to detail and accuracy.

Assistant Executive Housekeeper Drury Hotels West Des Moines, IA Under general supervision, assists the Executive Housekeeper with various functions in the housekeeping and laundry areas of the hotel. Maintains exceptional +1 Service levels through guest and team member satisfaction. Ensures high levels of quality are maintained in all areas including but not limited to guest rooms, laundry, public areas, meeting space, department storage areas, and work areas. Maintains a high standard of integrity, service, and hospitality at all times with team members, customer and co-workers
EDUCATION: Requires knowledge, skill and mental development equivalent to completion of 4 years of high school. EXPERIENCE: Requires minimum of 6 months experience in performing housekeeping duties; some supervisory experience preferred.

Delicatessen Clerk Part-time Hy-Vee, Inc Des Moines, IA www.indeed.com As a Delicatessen Clerk, this position will be responsible for handling food in a safe manner and ensuring the work area is always clean and neat. You will run the department registers and receive payments,



make change, etc., where applicable. Additionally, you will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. Education and Experience Less than high school or equivalent experience and six months or less of similar or related work experience.

Store Team Member Part Time Caribou Coffee and Einstein Noah Restaurant Group West Des Moines, IA www.indeed.com Position Mission: Responsible for providing superior guest services in a welcoming and friendly atmosphere. This position is responsible for greeting guests, taking guest orders and payment, preparing and delivering coffee and non-coffee products in a timely manner, and creating a positive energetic atmosphere for the guest. Required Experience: Restaurant, retail or guest service experience preferred. May require the ability to work early mornings, evenings, some holidays and/or weekends. Must be at least 16 years of age.

Housekeeping Aide Valley View Village Des Moines, IA www.indeed.com Responsibilities: General building cleaning (It is brand new!) Daily clean and sanitize all aspects of Resident rooms (In brand new rooms!) Interaction with residents, family members and staff Other duties as requested Skills / Requirements High School diploma or Equivalent Must be able to read, write and speak fluent English Regular and reliable attendance required A team player who strives for personal excellence

Laundry Aide Genesis Senior Living Center Des Moines, IA www.indeed.com 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 Requirements: High school diploma or general equivalency diploma (GED). Related experience and/or training; or equivalent combination of education and experience preferred. Must be able to lift 50 + pounds.

Dietary Aide FT Valley View Village Des Moines, IA As a Dietary Aide at Valley View Village, you will: Prepare and serve food/beverages to residents, staff and guests Dish salads and desserts for the dining room and staff Take food and beverage temperatures to assure proper safety measures and maintain proper food/beverage temperatures Skills / Requirements Positive communication and excellent customer service skills

Baker Part Time Caribou Coffee and Einstein Noah Restaurant Group Urbandale, IA www.indeed.com Position Mission: The Baker is responsible for overall bagel inventory and baking in the store. The Baker ensures that the team has a clear understanding of goals and expectations of bagel products, handling, new directives, and customer orders, including individual orders and large group catering orders. Required Experience: High school diploma or GED required. At least one year of restaurant, retail or customer service experience required, or properly trained and approved by Caribou Coffee and Einstein Noah Restaurant Group, Inc. May require the ability to work early mornings, evenings, some holidays and/or weekends. Must be at least 18 years of age.



Facilities Technician (Maintenance Worker) DOHRN TRANSFER COMPANY - Des Moines, IA www.indeed.com Essential Duties: Perform manual and skilled work at facilities for building and grounds maintenance as needed including: Outdoor grounds maintenance- snow plowing and yard work, some concrete work Indoor repairs and maintenance- carpentry, electrical, welding, some fabrication, some plumbing, some HVAC, Dock Facilities maintenance- overhead door repair, replace and repair dock plates Travel to remote Terminal locations as needed (up to 75%) Perform other duties as needed. Minimum requirements: Facilities Maintenance experience in the Transportation Industry preferred. Must have a high level of knowledge and experience with various skilled trades used in building and grounds repair and maintenance Interpersonal, written, and verbal communication skills. Computer skills including Microsoft Office Must have the ability to multi-task in a fast-paced environment Strong analytical and decision-making skills Must be organized and committed to performing high quality work Must meet the physical requirements of the job Must successfully pass a physical, functional screen and drug test Ability to work independently while maintaining communication with supervisor Excellent attendance

Housekeeping Aide Parkview Manor Des Moines, IA www.indeed.com The overall purpose of the Housekeeping Aide is to perform scheduled housekeeping tasks as may be assigned by the Housekeeping Supervisor. 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. Required experience: Housekeeping: 1 year

Housekeeping Aide Genesis Senior Living 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. Required experience: Housekeeping: 1 year

Laundry Aide/Housekeeping Part-time Sleep Inn @ Living History Farms - Urbandale, IA www.indeed.com We are currently looking for a person to work in laundry 2 days a week. This would entail sorting linen, treating stains, loading washers and dryers, folding and putting away. On other days of the week it would be cleaning, making beds, vacuuming of hotel rooms. Hours for this position are 8:30 am to generally around 4 pm. It does include weekends and holidays.

Kennel Attendant Part-time Starch Pet Hospital and University West Pet Clinic - Des Moines, IA www.indeed.com We are veterinary hospital that has 2 locations in Clive and Des Moines, Iowa. We are looking for kennel attendant who will be responsible for the day-to-day care of dogs, cats, and exotics boarding in our hospital; as well as providing and maintaining a clean and sanitary working environment. We are currently hiring-part time kennel attendant positions. Duties include but not limited to the following: Feeding/watering animals Cleaning cages, runs, and outdoor areas Laundry-Letting Animals Outside-Monitoring the wellbeing of boarding



animals by recording appetite, activities, and elimination habits Potential candidates must possess: Ability to multi-task Reliable and flexible (shifts include mornings, nights, weekends, and holidays) example of shifts- around 6:00am- 7:30am and 3:30PM-5:00 PM, Willingness to learn Sufficient physical strength/mobility with the ability to lift over 50 lbs. Ability to work in an environment with noise level

Patient Access Rep - Riverside Rehab - Mercy Medical Center DES MOINES, IA www.indeed.com
Responsible for monitoring and maintaining the revenue cycle in an outpatient clinic setting. Provides coding, charge entry, payment posting, bookkeeping, insurance expertise, registration and customer service skills to assist the clinic and the patient through the revenue cycle. Minimum knowledge, skills and abilities required: High School Diploma or equivalency. Specialized or technical training such as would be acquired in a college or technical school (i.e. coding, medical assistant). A minimum of one-year current experience with ICDM 9/10, CPT coding, and health insurance provider rules and regulations. Knowledge of: Medical office practices and procedures, mathematics, office equipment, medical terminology, clinic policies and procedures, data entry and basic computer experience. Basic Life Support (BLS) for the Healthcare Provider certified or obtained within three (3) months of hire. Proof of completion of Mandatory Reporter abuse training specific to population serve within three (3) months of hire.

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, 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. Reacts professionally to change and remains productive. Continually performs and meets performance standards of this position. Interacts in a cooperative and professional manner, with all levels of employees, vendors and clients, in a team environment. Adheres to CDS Global policies. Job includes lifting, standing, sitting, bending, and moving Opening mail by hand and by machine. 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. Ability to problem solve. Good attention to detail. Average organizational skills. Ability to make independent decisions. Average communication skills. Average ability to read, write and speak English. Stable work history. Must be at least 16 years of age

Call Center Agent (JOB ID: 22651) UnityPoint Health System Services Des Moines, IA www.indeed.com
Essential Functions & Responsibilities: Answer the inbound telephone, including transfers from Avadyne, applying knowledge and understanding of individual customer accounts to efficiently and effectively handle account balance inquiries, resolve problems, billing disputes, and other issues as needed to provide quality customer service.



Qualifications/Experience: Past demonstration of reliability, dependability and competency
Data entry skill level – minimum of 40-50 WPM required Excellent written and oral communication skills Ability to communicate effectively both verbally and in writing. Strong attention to detail and accuracy. Ability to learn and master multiple computer and phone systems quickly.

Clinic Scheduler IMMANUEL Windsor Heights, IA www.indeed.com Coordinates the daily scheduling of Contracted Service appointments for participants in a timely and efficient manner. Interacts with office staff, participants and participant family members via phone, fax and email, assuring accurate and effective scheduling of appointments. Independently and accurately handles a wide range of scheduling duties in a fast paced environment. Supports and lives out Immanuel's Mission and CHRIST Promises. Qualifications: Education- High School Diploma/GED is required. Post high-school Associate Degree or Certification preferred, desired in a healthcare related field. Experience- One (1) year of clinical scheduling or related experience is required. One (1) year experience working with the frail or elderly population is required. Two (2) years in an administrative job, preferably in the healthcare industry. Equivalent years of education may substitute for experience requirement. Other Requirements: Must have medical clearance for communicable diseases and up-to-date immunizations before having participant contact. Skilled in utilizing software applications. Ability to apply and adapt skills and knowledge acquired through training and development opportunities. Basic Life Support (BLS) Skills i.e. Health Care Level Cardiopulmonary resuscitation (CPR); Automated External Defibrillator (AED); First Aide (FA). Knowledge of phone systems and phone etiquette. Skills in Microsoft Outlook, Word, and Excel.

Garden Center Clerk Part-time Hy-Vee, Inc. Urbandale, IA Provides prompt, efficient and friendly customer service. Replenishes merchandise, ensures cleanliness and safety in the department, answers customer questions, and runs register. No education requirement. Six months or less of similar or related work experience.

Manager Trainee Tobacco Outlet #507 Kwik Trip Inc Urbandale, IA www.indeed.com
Kwik Trip is seeking energetic, outgoing and positive people to make a difference in the communities we serve. Our Certified Assistant Store Leaders fill in at stores throughout their area's district to ensure stores are profitable by leading the team to achieve daily goals, training co-workers, recruiting and hiring staff, merchandising, supervising the team, inventory control, and ensure the highest quality of guest service is being provided on a daily basis. Valid Driver License

Unit Clerk Blank Neonatal Intensive Care Unit UnityPoint Health Des Moines, IA www.indeed.com Responsibilities: Unit Clerk experience or experience in a medical office setting preferred. Medical terminology needed. Will be responsible for all clerical and receptionist duties on the unit. Transcribes information and maintains patient records. Delivers and obtains information, specimens, and supplies within the medical center. Other information: High school diploma or equivalent. Unit Clerk experience or experience in a medical office



setting. Medical terminology needed. Ability to read, write, and speak fluent English. 40 wpm typing. Personable with good phone etiquette. Must be able to transport patients by wheelchair or stretcher.

Skill Development Assistant (SCL) ChildServe Des Moines, IA Fun and creative applicants wanted to work 1:1 with children with special health care needs in the child's home and/or community Teach daily living skills that will help make children more independent Most shifts are after 4pm Monday through Friday Must be able to work without direct supervision Ongoing training and supervision provided Great resume builder for those interested in social work, education, therapy, nursing, and psychology Education Requirements: High School / GED Experience Requirements: Must be able to electronically document services provided Must be at least 18 years old Must be willing to use own car to transport children in the community

Claims Customer Service Rep I Job ID: 44728 Nationwide Mutual Insurance, 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.

Cleaner Part Time KIMCO SERVICES Des Moines, IA www.indeed.com Job Requirements: cleaning restroom(s) Restocking supplies Cleaning glass performing other similar and related duties as assigned by supervisor Capable of lifting 50 pounds Able to stand and walk for 5 hours in a day

General Cleaner (Operations) Part-Time 2nd Shift. Marsden Bldg Maintenance Johnston, IA www.indeed.com Requirements General cleaning, mopping, dust mopping, vacuuming, spot cleaning glass, dusting, etc.

Inbound Sales Specialist (SAFE) 1 Wells Fargo Des Moines, IA www.indeed.com Responsible for assessing customer needs through financial consultation. Provides customer service with the objective of providing first call resolution and recommending products and services based on customer's needs. Handles situations which require deviation from standard scripts and screens. Completes necessary system navigation and call tracking. Responsible for developing and maintaining knowledge of a variety of financial products and services. Handles all calls with the intent of providing customer satisfaction and retention. Required Qualifications 6+ months of experience offering products and services to customers based on their needs Desired Qualifications: Ability to effectively listen and elicit information Experience addressing and resolving complex customer issues Excellent verbal, written, and interpersonal communication skills Basic knowledge and understanding of banking products and services



Basic Microsoft Office skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information Ability to troubleshoot common computer problems Ability to address and resolve complex customer issues

Showroom Assistant BCS - Brazilian Consortium of Stone, Inc Urbandale, IA www.indeed.com
Job Description This position requires a person who is diverse and doesn't mind a mix of duties. He or She will be responsible for various office/clerical duties; assist customers with product needs, prepare and record sales' invoices, branch expenses and sales documents, responsible for the monitoring of account receivables. Also needs to be able to drive a forklift and perform warehouse work occasionally. Job Requirements: Computer literate. Excellent communication skills, both verbal and written. Good teamwork skills: Able to participate in and contribute to a productive team environment. Organized. Excellent Customer Service/interpersonal skills and attitude. Good, safe driving record. Ability to learn and comprehend product specifications and applications. Ideal candidate will have a good sense of color range and the ability to assist customers with their selections. Pay: This is a salary position. Person will be trained.