



Sample Job List Week February 27 – March 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. ***

House Cleaner Housekeeping Cottage Care - Des Moines, IA www.indeed.com All of our cleaning products are Eco-friendly and we provide them for you Our schedule varies day to day. We start at 8:45 am and finish around 1 pm to 5 pm depending on the schedule. Ideal for parents! Requirements of Employment: Must be 18 years old to apply A valid Driver's License Reliable vehicle Proof of car insurance Be comfortable driving your vehicle to and from customers' homes in varied weather Be able to work in homes with pets Be able to pass a national background check

House Cleaning phClean - Ankeny, IA www.indeed.com must be at least 18 years old, have reliable transportation, valid driver's license, and auto insurance with a clean criminal background check. Must be able to work independently. Applicants can also apply online at phclean.net/now-hiring. Required language: English required license or certification: Valid driver's license

Housekeeping Cleaner Days Inn & Suites-Des Moines Airport - Des Moines, IA 50315 This is a position for friendly, detail oriented workers. Tasks will include making beds, cleaning, vacuuming, and other general housekeeping tasks. Days are variable, but we do try to get everyone on a set schedule so that you have the same days every week off work. Required experience: Cleaning: 1 year

Patient Care Tech Emergency Department Lutheran Hospital (JOB ID: 22861) Des Moines Lutheran Hospital www.indeed.com The Patient Care Tech at Iowa Lutheran Emergency Department works to support the RN and physician/APP in providing care to patients of all acuity and age levels. The PCT is responsible for basic duties such as ambulating patients, assisting with basic cares and toileting, cleaning rooms and equipment, stocking supplies. The PCT also provides phlebotomy at the direction of the RN, performs EKGs, assists with dressing and ortho appliances as requested by RN. HS diploma or equivalent. EMT B or minimum of 120hr CNA certification required, or completion of at least one clinical rotation of an accredited nursing program. Indicate on your application which CNA certification you possess (120 hr or 150hr) and/or that you have completed the appropriate nursing program clinical rotation. Applicants must be in good standing on the Iowa Direct Care Worker Registry. Indicate registry certification number on your application. Only applications with this information indicated will be considered. Dept. of Labor Level III (Medium) Work. Candidates must successfully complete a post-offer, pre-employment strength and agility test at Medium Level of Work.

Cleaner Part Time in The Jordan Creek Area Kimco Services West Des Moines, IA www.indeed.com You will be sweeping, dust mopping, mopping floors, vacuuming, dusting,



cleaning windows, trash removal and the stocking/cleaning restrooms. At least 6 months general cleaning experience helpful but will train the right person. You will be required to pass a criminal background check going back 7 years. Required experience: Cleaning: 1 year

Pest Control Technician Terminix Urbandale IA www.indeed.com We are currently seeking ambitious and personable candidates to serve as Pest Control Technicians. You will make service calls to residential customers and apply anti-pest treatments as outlined in job orders. In addition, you will identify opportunities to up-sell additional products and services – and receive additional commission income for doing so. Comprehensive paid training and plenty of room for advancement. We'll even help you to get your licensure / certification! EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); One to three months related experience and/or training; or equivalent combination of education and experience. CERTIFICATES, LICENSES, REGISTRATIONS: Licenses/certificates as required by federal, state, or local regulations. Valid Driver's license

Warehouse Generalist Lomar, 3rd Shift, Full-time Hy-Vee, Inc Des Moines, IA www.indeed.com Responsible for the selection and stacking of merchandise on pallets to be shipped to retail locations. Prepares orders including accurately selecting order items via a voice automated selection system and palletizes them for shipment.

Carpet Cleaner Technician Zerorez Des Moines - Clive, IA www.indeed.com Carpet Cleaner Technician Requirements: No experience required - entry level position with great earning potential Desire, motivation and positive attitude to succeed Able to work independently, while also contributing to a team Strong interpersonal and communication skills Sales or customer service experience preferred Current driver's license with good driving record Able to move and/or lift at least 50 lbs. Candidates must pass a drug test, motor vehicle record check, and background check. Required education: High school or equivalent Required license or certification: Driver's license

Patient Service Representative Central States Pain Clinic - West Des Moines, IA www.indeed.com The Patient Service Representative will be responsible for a variety of activities related to patient intake and care. Greet and register patients. Collect payments and apply them to the appropriate account in the practice management system. Have knowledge of an electronic health record and schedule management system. Listen and engage with patient and providers to effectively schedule the next activity. Maintain schedule management system recording patients next activity. Identify and match patient with correct provider based on insurance credentialing. Identify the necessity for prior authorization of future activity. Enter patient information in the scheduling system based on the information above. Assist with incoming phone calls and direct caller to appropriate individual, meet caller's requirements, or take a detailed message as appropriate. Act in a professional in manner and appearance. Have strong communication skills, both written and verbal. Proficient with computers and basic software applications (such as Microsoft Office products). Multitask



Demonstrate all the above tasks accurately, quickly, effectively, and with great customer service. Other assigned tasks. Required education: High school or equivalent Required experience: Medical Office: 1 year

Patient Account Representative Billing (JOB ID: 22808) UnityPoint Health System Services Des Moines, IA www.indeed.com Responsible for the prompt and compliant billing of patient account receivables and the resolution of claim-related issues. Displays a professional and helpful manner at all times, promoting a positive image for the Central Billing Office and UnityPoint Health. Qualifications/Experience: 10 key calculator skills required. Ability to type 30 WPM. Ability to read, speak, and write fluent English. Proficient math skill previous medical billing experience preferred. Previous experience with filing of medical insurance claims preferred. Data entry experience preferred. Familiarity with computers (Microsoft Office applications) preferred General office experience desirable. Ability to work as a team member, creating and maintaining effective working relationships. Ability to understand and apply guidelines, policies and procedures. Education: High School graduate or equivalent.

Patient Account Representative Follow Up (JOB ID: 22611) UnityPoint Health System Services Primary Function and Relationship to the Total Organization: To follow-up on all third-party payer accounts in a timely and accurate manner. To aid in the maintaining of adequate cash flow for each UnityPoint Health affiliate. Billing of patient account receivables and handling of problems pertaining to such billings. Functions should be handled in a manner that promotes a favorable public image for UnityPoint Health affiliates and maintains adequate cash flow. All billing should be done in a manner that follows all compliance standards. Primary Function and Relationship to the Total Organization: To follow-up on all third-party payer accounts in a timely and accurate manner. To aid in the maintaining of adequate cash flow for each UnityPoint Health affiliate. Billing of patient account receivables and handling of problems pertaining to such billings. Functions should be handled in a manner that promotes a favorable public image for UnityPoint Health affiliates and maintains adequate cash flow. All billing should be done in a manner that follows all compliance standards.

Front Desk Receptionist Brokers International, Ltd. - Urbandale, IA www.indeed.com This position is the face of our Company; answering a multiline telephone system and directing callers to the appropriate person and welcoming our on-site visitors. When not answering calls, this position assists our contracting area with entering data into our database. Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel, voicemail or department. Answers questions about organization and provides callers with address, directions, and other information. Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel. Prepares and sorts contracting documents, and identifies and interprets data to be entered. Enters alphabetic, numeric, or symbolic data from contracting documents into database following format displayed on screen, and enters necessary information. Education and/or Experience High school diploma or general education degree (GED) plus 6 – 12 months' experience.



Resident Assistant - Martina Place Assisted Living (FT Nights) Bishop Drumm Retirement Center Johnston, IA www.indeed.com General Summary : Assist elderly people who are functionally, physically, and/or socially impaired and need 24-hour oversight. Assist residents with those activities of daily living that they are unable to perform without help, fostering at all times residents' independence and freedom of choice. Responsibilities will be conducted in a manner that is consistent with the mission, vision, and philosophy of BDRC as well as the philosophy of assisted living adopted by Martina Place. Minimum Knowledge, Skills and Abilities Required: Must be able to think, act, and intervene independently in both routine and emergency situations. Must be self-motivated and function as an "in charge person." Must be able to relate to residents and staff in a courteous and diplomatic manner under all circumstances Assists with clerical duties (i.e. maintenance of chart, recording vital signs, etc.) Effectively assumes job responsibilities of ancillary support during absences.

Customer Service Representative (Part-Time) XPO Logistics Des Moines, IA www.indeed.com Provide service excellence to both internal and external customers. Collaborate with customers and service center personnel to resolve issues. Essential Functions: Available to work a variety of shifts, including days, evenings, nights and weekends. Perform general clerical duties as assigned, including but not limited to answering and directing phone calls, filing, data entry and billing. Attention to detail including recognizing and resolving documentation errors. Process over, short and damaged freight and related documentation for customer resolution. Assist customers via phone, email and fax with inquiries including but not limited to tracing shipments, rate quotes, tariff discrepancies and billing and/or invoicing questions. Properly bill shipments pursuant to applicable tariffs and pricing agreements. Safely walk and stand for extended periods of time on a loading dock that is not climate-controlled and may be slippery. Prompt, daily attendance at assigned work location. Perform other duties as assigned. Knowledge, Skills and Abilities: Excellent time management, organizational and multi-tasking skills. Previous customer service experience. Transportation experience is a plus. Strong computer, typing and 10-key skills Proficient with Microsoft Office Suite (Excel, Word, and Outlook) Excellent written and verbal communication skills. Ability to work independently and/or in a team environment.

Front Desk Agent Embassy Suites Des Moines, IA www.indeed.com Duties for this position include: Checking guests in and out Answering phones Answering guest questions Assisting with luggage Account for all cash and making deposits Other duties as needed Applicants must be at least 16 years old and must pass a pre-employment drug and background screening.

Dietary Aide - Full Time Days The Shores at Pleasant Hill Senior Living Community - Pleasant Hill, IA www.indeed.com Serves meals and ensures that the dining area is clean and inviting. Follows meal serving schedule and procedures. Uses proper safety and sanitation techniques. Follows dining room cleaning schedule and procedures. Follow proper procedures for dining room set-up. Realize that we serve three times a day, each day of the year including weekends and holidays. Assist with helping cook with minimal food preparation. Must be able to do multiple shifts and weekends



Customer Service Representative Loffredo Fresh Produce Des Moines, IA www.indeed.com
Basic Requirements: At least 1 year of previous customer service experience High School Diploma or GED Multi phone line experience is preferred Strong computer skills a must Customer focused is a must require education: High school or equivalent required experience: Customer service: 1 year

Resident Assistant Edgewater - WesleyLife West Des Moines, IA www.indeed.com As a Resident Assistant (RA), you will be given the opportunity to demonstrate your commitment to older adults by providing the people you serve with a variety of needed support. Your role will directly impact the ability of residents to live independently as you assist residents with basic activities of daily living (non-medical). The duties you complete will vary, but could include assistance with dressing and personal care, escorting to/from various events and activities, handling mail, performing housekeeping assistance, and a variety of other tasks. Your role will be focused on building relationships, serving the needs of others, and providing an environment of home, health and wellbeing. Certification is not required, but a heart for service is! Previous experience is helpful, not required. We will train individuals who demonstrate passion and energy in the service of older adults. Must be able to effectively communicate with persons served and team members. We will expect you to have exceptional levels of self-initiative, reliability, dependability, compassion and integrity. Only those who are great team players will be considered. At least beginner level of computer skills are expected.

Activities Assistant Granger Nursing & Rehabilitation Center Des Moines IA www.indeed.com Assist the Activity Director with daily resident activity program. Plan, coordinate, and facilitate stimulating activities programming. Create strong & active volunteer program. Communicate regularly with resident families and entire care team. Prepare and review monthly newsletter & activities calendar. Lead group activities. Report and document resident's progress. Visits with residents on a one to one basis as directed. Evaluates and reassesses activity interventions based on interdisciplinary plan of care and makes revisions as appropriate. Ensure documentation meets compliance with regulatory standards. Reports to the Activities Director on residents responses and/or progress to specific approaches utilized and maintains appropriate documentation. Effectively manages the care of assigned patients using knowledge, skills, judgment and decision making skills for the specific area. Effectively carries out Activities role as assigned Perform additional duties as assigned. EDUCATION REQUIREMENTS: At least one year long-term care or assisted living experience; or equivalent combination of education and experience. Ability to produce stimulating programs. Strong communication & computer skills required.

Office Manager I H&R Block DES MOINES IA Office Manager I duties include:
Assisting in development of and executing office-level sales plans Growing the business through developing local partnerships, managing office community involvement, and modeling and coaching sales and new client growth tactics Ensuring outstanding client service



Assisting in recruiting and interviewing tax office associates, as well as leading tax office associates to meet and exceed growth and service quality goals Managing office staffing, operations, and logistics for a tax office Preparing accurate and complete tax returns for clients, and being a knowledgeable resource on tax topics and products Skills & Experience: High school diploma or equivalent Strong communication and organizational skills Demonstrated aptitude for sales plan execution and desire to grow the business Leadership and supervisory skills to guide and develop associates Successful completion of the H&R Block Tax Knowledge Assessment or Income Tax Course² Must complete 18-hour continuing education requirement and meet all other IRS and applicable state requirements 2-3 years in a Tax Professional position preferred Prior supervisory and customer service experience preferred Bilingual candidates strongly encouraged to apply

Office Assistant Dream Steam Restoration and Cleaning - Des Moines, IA Background check conducted Provide general administrative support. Responsible for general correspondence, daily data entry, report generation, creating spreadsheets, supply ordering, shipping/receiving, vehicle routing, customer invoicing, phone/voice mail system administration. Provide marketing and sales administrative support. Office supply ordering, shipping and receiving, invoicing, monthly billing. Fleet routing and reporting Customer invoicing and payment reconciliation Assist with other special projects Provide exceptional customer service Over the phone estimates Assist in administration of construction project management software Required Skills Knowledge of general administrative practices. Experience with Quickbooks, MS Office, including Word, Excel, and Internet helpful. Ability to work independently with minimal direction. Ability to collaborate with team members. Strong communication and verbal skills. Strong organizational skills and attention to detail. Ability to handle multiple tasks at one time. Professional attitude and easily trainable. Required Experience 1+ years office administration experience. High School/Equivalent.

Front Desk Receptionist Part-Time Balanced Body Soft Tissue & Spine - Ankeny, IA www.indeed.com Must be dependable, responsible, and have a positive attitude with a personal passion for sustaining a healthy lifestyle. Job description: Greet all visitors in a courteous, friendly manner. Check patients in and out; collect payments, schedule patient appointments. Answer incoming calls in a courteous manner Office support (filing, faxing, data entry, light cleaning) Insurance benefits verification, billing, and claims troubleshooting (via website and phone) Qualifications: Customer Service/reception and insurance billing experience. Detail oriented High school diploma/GED Ability to Multitask Must be friendly & outgoing. Strong communication skills and phone etiquette must be able to work with minimal supervision. Must be proficient with Word, Google Documents and possess the ability to learn other software quickly marketing (social media experience) and interest in health promotion a 'plus' Required education: High school or equivalent

Guest Service Attendant Target West Des Moines, IA www.indeed.com Description: Have a desire to work with a team that has fun every day by helping guests and making them happy Manage the front end and eliminate guest wait time by being visible for guests, directing guests



to a check lane with the shortest wait, and having genuine interactions with the guest Be empowered to make decisions and resolve guest concerns in a courteous, helpful manner Educate guests on RED card benefits and all the ways the guest can save, pay, and shop through digital tools and services Excellent guest service skills Strong work ethic and integrity Inspired by the merchandise we sell Learn new technology and enjoys solving problems Excellent multitasker Values learning, growth, and development Target merchandise discount. Competitive pay. Flexible scheduling. Qualifications: Excellent guest service skills Strong work ethic and integrity Inspired by the merchandise we sell Learn new technology and enjoys solving problems excellent multitasker Values learning, growth, and development

Customer Service Branch Associate Part-time Sherwin-Williams Des Moines IA www.indeed.com The Service Associate I is responsible for assisting in the operations of the Automotive Branch Facility. The core function of this job includes assisting with inside customer service. The Service Associate will make certain the branch provides the highest level of Trademark Customer Service BASIC QUALIFICATIONS: Must be at least 18 years of age. Must have a valid driver's license. Must be legally authorized to work in country of employment without sponsorship for employment visa status. Must be able to lift and carry up to 50 lbs. frequently and up to 100 lbs. on occasion must be able to operate a computer and communicate via the telephone. Must be able to communicate verbally and in writing May work in areas where toxic, flammable, and hazardous materials are present. Must be able to distinguish the difference between colors MINIMUM QUALIFICATIONS: High School Diploma or equivalent Must have at least 1 year in customer service related position PREFERRED QUALIFICATIONS: Experience in an automotive related industry Ability to effectively communicate both written and verbal

Customer Service Representative Advance America Des Moines IA www.indeed.com The Customer Service Representative position is a hands-on, customer-focused role that is responsible for completing tasks associated with the center's daily operation. Our ideal candidate will possess a strong attention to detail, excellent customer service skills, and a passion for building relationships with our customers and selling our financial products. Qualifications: Equivalent Education Level Required: High School Diploma or equivalent Experience Required: Minimum 1-2 years of Customer Service, Sales & Cash Handling experience. Must be 18 eligible to work in the USA, and able to successfully complete all post offer screens, including a criminal background check, MVR, credit check where required by state law, reference check, and drug test.

Guest Experience Specialist (Sales Associate) Part-time Petco DES MOINES IA www.indeed.com Provides optimal guest experience services. Assists guests in the proper selection of merchandise in accordance with their identified needs. Demonstrates a high level of interest in the welfare, health, and proper handling of all animals. Performs cashiering duties. Performs related duties in support of the store attaining its assigned sales goal. Ensures merchandise is properly stocked and priced. Adheres to established operational guidelines and store policies and procedures. Evaluates guest inquiries and as needed refers to Guest Experience Leader



and/or Leader on Duty. Qualifications Education and Experience. Minimum high school diploma (its equivalency i.e. GED) or the equivalent work experience. A qualified applicant will be required to demonstrate proficiency in the areas of mathematics, and above average communication

Eye Wear Consultant LensCrafters West Des Moines, IA www.indeed.com The Eye Wear Consultant creates exceptional value in the lives of our customers by delivering The LensCrafters Experience through the LensCrafters Advantages. Ensures customers are always delighted by performing the key steps of our service and selling model. **BASIC QUALIFICATIONS** High School graduate or equivalent Strong customer service skills: communicator, listener and team builder Knowledge of current store merchandise. Strong basic math skills Awareness of current fashion trends Sales skills Familiarity with cash register, computers and calculators Embrace new technology and change **PREFERRED QUALIFICATIONS** Previous customer service and retail experience

Health Benefits Specialist Primary Health Care 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.

Billing and Coding Patient Account Representative Job ID 1705007725

Tenet and Catholic Health Initiatives Des Moines, IA www.indeed.com **JOB SUMMARY** Responsible for all aspects of billing, follow up and collection activity **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Responsible for all aspects of follow up and collections, including making telephone calls, accessing payer websites. Identify issues or trending and provide suggestions for resolution. Accurately and thoroughly documents the pertinent collection activity performed. Review the account information and necessary system applications to determine the next appropriate work activity. Verify claims adjudication utilizing appropriate resources and applications. Initiate telephone or letter contact to patients to obtain additional information as needed. Perform appropriate billing functions, including manual re-bills as well as electronic submission to payers. Edit claims to meet and satisfy billing compliance guidelines for electronic submission. Manage and maintain desk inventory, complete reports, and resolve high priority and aged inventory. Participate and attend meetings, training seminars and in-services to develop job knowledge. Participate in the monthly, quarterly and annual performance evaluation process with their Supervisor. Respond timely to emails and telephone messages as appropriate. Communicate issues to management, including payer,



system or escalated account issues. **KNOWLEDGE, SKILLS, ABILITIES** Good written and verbal communication skills. Intermediate technical skills including PC and MS Outlook Intermediate knowledge of UB-04 and Explanation of Benefits (EOB) interpretation Intermediate knowledge of CPT and ICD-9 codes Intermediate knowledge of insurance collections and insurance terminology. **EDUCATION / EXPERIENCE** High school diploma or equivalent education 0-4 years' experience in Medical/Hospital Insurance related collections

Therapy Clerical Assistant ChildServe Des Moines, IA www.indeed.com Under general supervision, provides clerical support for the outpatient department as assigned. Duties will be varied, but can be expected to include data entry, photocopying, filing client records, answering phones and general typing. Other tasks may be assigned as deemed necessary to facilitate efficient operation of the therapy service. : The position will evolve over the next year to be insurance and claims-focused. Responsibilities will include entering insurance data into Care Voyant software, verifying benefit coverage is active for patients, obtaining insurance authorization for services, reauthorizing clinical visits/hours. **Education Requirements:** High School / GED **Experience Requirements:** Experience: One or more years in a medical billing position or a certification in a related field preferred and one or more years of telephone experience dealing with a multicultural customer base preferred. Language Line experience preferred, Collections experience preferred Prior experience working in a multi-disciplinary medical facility Ability to demonstrate analytical skills involving medical coding or medical billing problem solving. Ability to prioritize multiple tasks and demands. Advanced computer experience, including: web based coding applications, Microsoft Office Products, & electronic health record products. Excellent data entry skills.

Administrative Assistant - Human Resources Hy-Vee, Inc. West Des Moines, IA www.indeed.com **Primary Duties and Responsibilities:** Performs administrative duties, such as: open, sort and distribute mail; prepare routine and advance correspondence, including letters, memoranda and reports. Answers calls or emails, provides information, takes messages or directs callers. Returns calls and emails, and follows up on calls as directed. Helps organize officer(s) time and responsibilities: schedules appointments, coordinates, anticipates and prepares for scheduling of meetings and routine occurrences. Coordinates and updates the corporate office and Chariton complex phone lists and the monthly store phone list. Sends monthly letters/information to employees approaching retirement. Maintains listing of hotel discounts. Assists with Human Resources events as needed. Reports to work when scheduled and on time. **Education and Experience:** High school diploma or equivalent required; 3-5 years previous related work experience.

Screening Officer Securitas Security Services USA West Des Moines, IA www.indeed.com As a Screening Security Officer, you will maintain the security and safety of people and property, enforcing strict access control policies and procedures. Duties will include use of detection wands and other advanced screening tools/technology. **Hiring Standards** Must be able to meet and continue to meet any applicable state, county and municipal licensing requirements for Security Officers. Must have a High School Diploma or GED Must be willing to participate in the



Company's pre-employment screening process, including drug screen and background investigation.

Donor Center Technician Grifols Des Moines, IA www.indeed.com Primary responsibilities for role conducts pre-donation medical screening in accordance with established guidelines. Determines Hematocrit (HCT) and Protein via finger stick and use of the hematastat and refractometer. Promotes customer satisfaction through appropriate interaction and responsiveness to customer needs. Assesses donor suitability and engages in set-up, monitor, and disconnect procedures of the plasmapheresis machine and donors. Provides appropriate feedback to ineligible donor candidates. Ensures all donor screening information is complete and accurate prior to donation. Ensures donor confidentiality. Effectively communicates donor medical information to Medical Staff. Establishes and maintains donor files in an organized and efficient manner. Maintains accurate and thorough documentation of necessary records. Assists in maintaining a clean, organized and efficient work area, including maintaining supplies necessary to perform job duties. Disposes of all contaminated disposable equipment. Builds rapport with donors to ensure overall customer satisfaction with the center to support long-term donation. Performs general administrative duties, including greeting donors in a friendly manner, answering phones, and assisting center management as needed. Education High School diploma or GED. Obtains required state licensures or certifications where applicable.

Construction Laborer Cramer & Associates Inc - Des Moines, IA www.indeed.com We are currently expanding. We are seeking Construction Laborers whose work will include pouring concrete, tying rebars, jackhammering, and sandblasting. Requirements: Ability to get one's self to work site statewide Preferred skills: Experience with concrete finishing. Typically requires no previous related experience.

Title Researcher Iowa Title Company - West Des Moines, IA Iowa Title Company is seeking an experienced professional to serve as a Title Researcher in our West Des Moines office. The Title Researcher performs abstracting duties including research of real estate records and review of title documents in the creation of title products for real estate transactions. Daily responsibilities include completing title certificates and abstracts, customer service and clerical production. Research real estate records, title problems and legal descriptions Transcribe information for processing, examining and closing personnel Obtain and provide all required information while maintaining exceptional customer service to all customers and other departments Generate and track title searches and any applicable reports Acquire, prepare and maintain files and documents Perform any additional responsibilities as requested or assigned Performance Requirements and Qualifications: Minimum of high school diploma or the equivalent One to two years of clerical or administrative experience strongly preferred Knowledge of real estate, abstract and/or mortgage business helpful. Knowledge of legal descriptions helpful Strong computer and keying skills Ability to prioritize and handle multiple tasks and projects concurrently under deadlines. Self-motivated and detail oriented Effective oral and written communication skills Required education: High school or equivalent



Associate Logistics Harbor Freight Tools DES MOINES, IA www.indeed.com Job Description Our Associates support the leadership team through operational execution and delivery of a rewarding customer experience. Our Associates are part of a team of high-achievers, who have a passion for excellence, continuous improvement and obsess about getting things done. They are expected to embrace our Mission Statement and Success Drivers for the Associate position and demonstrate Harbor Freight Tool's Core Principles. Participate in company programs Participate in special events Proficient in all assigned areas of responsibility. Accurate and timely completion of workload Adhere to all company policies and procedures. Meet Customer Experience Expectations Friendly Available Quick Execution of store recovery standards Execution of daily cleaning checklist Qualifications: Retail or Customer Service experience preferred Education: High School graduate/Equivalent preferred

Building Attendant (Part-time) Spectra VM - Iowa Events Center & Wells Fargo Arena Des Moines IA www.indeed.com The Part Time Building Attendant is an event based position that works specifically in the areas of housekeeping, grounds maintenance, room sets and arena conversions at the Iowa Events Center. Set-up and tear down including: risers, chairs, tables, pipe and drape and other items as needed for events at facility Execute accurate and timely completion of cleaning checklists and room sets Handle folding chairs, stacking chairs, tables of various shapes and sizes, drapery and skirting Responsible for safe use of various supplies including variety of cleaning chemicals, mops, brooms, shovels and scrapers Operate an assortment of equipment including: buffers/burnishers, rider sweepers/scrubbers, walk behind scrubbers, blowers, vacuums, snow removal equipment and others as needed Provide excellent customer service assistance to internal and external clients Qualifications High school diploma, GED or equivalent preferred Must have a demonstrated ability to function in a fast paced, high-pressure environment Experience in a public facility highly preferred Must be able to communicate clearly and concisely in the English language Possess strong interpersonal and communication skills Ability to work both independently and as part of team Must have the ability to work flexible schedule including long hours, nights, weekends and holidays.

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.

Warehouse Worker Helena Chemical Company Ankeny, IA www.indeed.com Job Requirements: High school diploma or equivalent. Job Responsibilities: 1. Maintains general



warehouse appearance including policing outside the building. Maintains inventory numbers accurately throughout the month and in a manner to minimize loss. Assists Warehouse Manager by informing when products are low and disposing of damaged inventory safely as required. Maintains forklift maintenance and service schedule. Assists Warehouse Manager in monitoring mileage and required service on delivery vehicles. Pre-employment drug screen and criminal background check are required. Job Type: Full-time Required education: High school or equivalent Required language: English Required license or certification: Class C Non-Commercial

Cleaner Full Time Kimco Services Des Moines, IA www.indeed.com You will be working in a retail account location so must be presentable and able to work with customers. You will be sweeping, dust mopping, mopping floors, vacuuming, dusting, cleaning windows, operating a floor scrubber, trash removal and the stocking/cleaning restrooms. At least 6 months general cleaning experience helpful but will train the right person. You will be required to pass a criminal background check going back 7 years

Customer Service Agent Classic Events & Parties - West Des Moines, IA www.indeed.com Our Customer Service Agents utilize their creativity, attention to detail, and competitive drive to create quotes and contracts for our valued customers. The Customer Service Agent never misses an opportunity to provide exceptional customer service when answering inbound telephone calls, responding to email inquiries, and greeting clients in our showroom. Essential Functions: Performs all sales techniques to secure new and repeat business. Creates competitive quotes and contracts. Creates Iowa State One Call tickets. Coordinates with clients, vendors, and various in-house departments. Manages final confirmations in a timely manner. Maintains confidentiality while processing client information. Maintains general knowledge of all the company's inventory and services. Represents the store in a professional manner at all times. Adheres to all company policies, procedures, rules, and regulations in written or verbal form. Fills in for other positions, when necessary, for smooth operation of our business. Performs other duties, as requested. Qualifications: Ability to be motivated, self-directed, and action oriented in a face paced working environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to communicate effectively, both verbally and in writing, with various audiences. Ability to perform basic math accurately. Enjoys problem solving and is proficient in the management of problem resolution. Is highly organized and efficient; able to multi-task in a fast-paced and deadline driven environment. Possesses a strong service orientation.

Receptionist/Administrative Assistant Chesnut Signs - Des Moines, IA www.indeed.com
Responsibilities: Vendor coordination Assist and support admin, sales, and other departments
Government regulations and code research Contacting landlords for building requirements
Answer phones, Prepare work orders Process mail Data entry
Some Requirements:
Positive attitude and a will to improve Enthusiastic and Driven Personality Strong organizational skills
Strong and Effective Communication Skills Proficient Computer Skills and office equipment
Knowledge of general administrative practices
OTHER REQUIREMENTS:
Valid driver's license; ability to pass drug test
Job Type: Full-time Required education:



High school or equivalent required experience: Customer Service, Administrative Assistant, and/or Receptionist: 1 year Required language: English

Image Support/ Data Entry Operator CDS Global West Des Moines, IA www.indeed.com 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. 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.

Benefits Specialist Aureon - West Des Moines, IA www.indeed.com Establish and maintain relationships with clients to understand individual client situations and approach to working with each client Answer employee and client questions regarding all benefit insurance plans May conduct new employee/client benefit meetings to review benefit package Process life event changes and notifications Collaborate with Benefits Business Partners to write benefit processes and procedures Assist with benefit-related communications to clients and employees Assist with resolution of insurance claims with carriers Serve as a back-up to the Business Systems team for enrollment files and client benefit plan set-ups Processes client-retained benefit plan invoices Assist with client-retained benefit plan changes to the appropriate carriers Serve as a back-up to the Retirement Plan Specialist Assist with annual renewal process, working with vendors, conducting employee meetings, and answering questions Document information into HRIS and CRM EDUCATION, TRAINING, AND EXPERIENCE: Required Associate's degree from a two or four year college in business, human resources, or related field One to two years of related benefit experience Preferred Licensed in Accident, Health, and Life

Administrative Assistant/Customer Service Part-time Delden Garage Doors Inc. - Des Moines, IA www.indeed.com Greeting and quoting customers. Invoicing customers Data entry Experience with word, excel, 35 wpm and basic math. Required education: High school or equivalent required experience: General Office: 1 year Required license or certification: Driver's License