



Sample Job List Week February 6 – February 10

***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. ***

Receptionist & Guest Services Representative Lasik Plus Des Moines, IA www.indeed.com Job Responsibilities As a Guest Services Representative, you will be responsible for greeting patients and providing quality patient care, excellent communication and customer service care and provide high patient excitement and drive and generate leads towards laser vision correction surgery Verifying schedule times with patients. Preparing charts Handling pre-admission and consent forms. Counseling patients on their insurance and payment options. Receiving and securing payments from patients. Specific qualifications for this role include: Retail/sales experience is preferred but not required. Demonstrates initiative, drive and follow-through Attention to detail Ability to work independently with minimal guidance as needed and work well under pressure.

Soft lines Support Lead Sears Hourly DES MOINES IA www.indeed.com Responsible for coordinating and participating in all selling, cashiering and merchandising activities, and other tasks as assigned supporting soft lines areas and the whole store. Job Requirements: Reading, arithmetic, writing and oral communication skills Excellent Internet navigation Ability to work independently and maintain personal productivity Demonstrated sales experience Strong merchandising, and organizational skills Excellent communication skills Open Availability Preferred Skills: Demonstrated leadership and coaching skills Knowledge of offered products and services Passion for members and demonstrated customer service skills Friendly and Outgoing Passion for technology and innovation

Order Entry Technician Martin Health Services - Johnston, IA www.indeed.com Assist Pharmacist in preparing and dispensing medication. Prepare dosage medications for dispensing into bottles and unit dose packaging. Collect patient information for prescription and billing. Select, prepare and stock medications. Answer phone calls from nursing homes and doctor office. Receive faxes and call in orders Enter new orders, discontinued orders, order changes, and refills. Communicate order clarifications with nursing staff Document all communication with the nursing staff Follow up on clarifications on medication orders Perform other duties as assigned by management EDUCATION REQUIREMENTS High School Diploma or GED Skills, license, certification and/or special training requirements: Must obtain pharmacy Technician Certification within the first year of employment. Retain proper pharmacy technician certification by completing required CEU's every 2 years. Ability to work as a team member Good communication skills Knowledge of basic pharmacy practices and procedures Strong mathematical computation skills Attention to detail. Knowledge of computer programs Ability to read, understand and follow oral and written instructions Must be well organized and detail oriented



Administrative Support Staff, Outpatient Clinic Des Moines, Iowa www.indeed.com Under the direct supervision of the Support Staff Supervisor, performs administrative support duties including but not limited to typing correspondence, maintaining department records, distributing mail, scheduling and the like. Uses discretion and good judgment when screening visitors and telephone calls, making necessary grammatical or spelling changes in correspondence, and rearranging work load in order to meet deadlines. The following are general characteristics of this job classification. Specific duties and areas of responsibility for this position within each department shall be defined by the department manager or director. Education, Training, and Experience: Position requires a minimum of one year of related work experience in order to direct workflow and to effectively prioritize workload. Position requires completion of high school (or equivalent) and additional training related to duties above. Additional training may be required through formal education or through seminars. Additional eligibility qualifications

Broadband Specialist I Mediacom Communications Corporation Des Moines, IA www.indeed.com As a Broadband Specialist I (Field Technician), you will be primarily focused on new installations of our cable television and broadband services. You'll drive a company van, go into customer homes, and represent Mediacom every day to our customers. You'll also learn and perform a variety of duties including installation, changes of service, additional outlet installation, disconnection of service, payment collection, and any special requests customers may have in regard to installation. Experience/Skills: Entry level; 0 to 18 months experience. High school diploma or GED required. Trade school training preferred. Valid driver's license; satisfactory driving record required. Ability to interpret and correctly fill out various work order forms provided by the Company. Ability to interact with customers and co-workers; ability to communicate verbally. Good written and oral communication skills. Ability to work in all weather conditions and at various heights. Ability to work flexible work hours, including evenings, weekends, holidays and overtime as required.

Skill Development Assistant (SCL) ChildServe Des Moines, IA www.indeed.com 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

Front Desk Agent Ramada Des Moines Airport - Des Moines, IA www.indeed.com Ramada Airport hotel has an opening for a front desk agent, hours are 3pm-11pm. Weekend and holiday availability required.



Pricing Associate - Full-Time Mills Fleet Farm Ankeny, IA www.indeed.com Pricing Associates are responsible for maintaining the up-to-date and accurate pricing of all store merchandise. They will be measured on the ability to complete all duties, responsibilities and competencies contained in the job description. Job Requirements for this position are: Must be at least 18 years of age. Have obtained a high school diploma or GED. One to three years related experience is preferred. Able to add, subtract, multiply, and divide in all units of measure. Familiar with basic computer functions.

In Home Services Scheduler IMMANUEL Windsor Heights, IA www.indeed.com Provides administrative support for the In-Home Services Department. Responsible for coordination and scheduling of in-home services for all participants in a timely and efficient manner. Prepares schedules according to participant needs, care requests, and those contained in the plans of care. Works closely with the transportation team, participants, caregivers, and center staff to assure accurate and effective scheduling of services according to participant needs. Independently and accurately handles a wide range of scheduling duties in a fast paced environment. Coordinates In- Home Nursing supply orders to maintain appropriate levels of inventory. Education- High School Diploma/GED is required. Post high-school Associate Degree or Certification preferred, desired in a healthcare related field. Equivalent years of experience may substitute for education. Other Requirements- Must have medical clearance for communicable diseases and up-to-date immunizations before having direct participant contact. Must have a valid driver's license, proof of insurance and have means of transportation. Basic Life Support (BLS) Skills i.e. Health Care Level Cardiopulmonary resuscitation (CPR); Automated External Defibrillator (AED); First Aid (FA).

ReStore Associate Part-time Greater Des Moines Habitat for Humanity - Urbandale, IA www.indeed.com As a part-time ReStore Associate, you'll help process donations, load and unload items, and assist customers as needed. Associates work to ensure that customers and donors have a positive experience at the ReStore; this includes providing friendly customer service, assisting in loading purchases and unloading donations, operating the cash register, cleaning/organizing/arranging displays, and pricing items. What does it take to be successful in this role: High school diploma/GED required Great track record of providing excellent customer service Willingness and desire to work with diverse staff, volunteers and customer base. Excellent communication skills Effective organizational skills Committed to GDMHFH mission and environmental stewardship Able to lift up to 50 lbs.

Resident Assistant Part-Time - Overnight Shift Journey Senior Living - Ankeny IA www.indeed.com Journey Senior Living – Ankeny, Iowa is looking for dynamic individuals with compassion to serve assisted living and memory challenged seniors. The successful candidates must have experience in related service and possess excellent communication and organization skills. Candidates must be customer service focused. We offer a competitive compensation and benefits program. Required education: High school or equivalent



Coffee Shop Barista Part-time Hy-Vee, Inc Des Moines, IA www.indeed.com As a Coffee Shop Barista, this position will be responsible for reviewing and filling customer orders for the day, handling food in a safe manner and ensuring the work area is always clean and neat. 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.

Package Handler - Part-Time UNITED PARCEL SERVICE Des Moines, IA www.indeed.com UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each day and workdays can vary (Monday – Friday) or (Tuesday – Saturday) depending on the building needs. Package Handlers typically do not work on holidays.

General Labor Perficut Site Management - Des Moines, IA www.indeed.com We have multiple general labor positions that entail multiple skilled tasks. These tasks include some of the following responsibilities: Perform work requested by the supervisor, in the timeframe requested, to the level of professionalism expected by members of Team Perficut Duties include mowing, trimming, edging turf areas and blowing off hard surfaces/structures Adhere to quality and safety standards Demonstrate willingness to learn how to operate equipment and tools needed to perform daily tasks. This is an introduction to crew-specific equipment Effectively communicate with supervisor and crewmates Accurately record hours worked

Patient Services Representative Aspen Dental Des Moines, IA www.indeed.com Responsibilities Greet and check in patients in a friendly manner. Collect co-payments and verify insurance coverage. Schedule and confirm patient appointments. Prepare new patient charts neatly and accurately. Various office duties as assigned by Office Manager. Responding to patient billing or financial inquiries, directing to appropriate departments, as necessary. Collect and post payments and record receipts. Balance nightly deposits and complete credit card processing. Minimum Education and Experience High School Diploma or equivalent. Candidates will have a minimum of two years' experience in a healthcare office or fast-paced, highly interactive customer service environment - experience in the dental or medical industry with scheduling and verifying insurances preferred. Self-motivated with the ability to exceed patient expectations. Excellent organizational skills to effectively handle multiple tasks. Flexibility to support change, with varying schedules as necessary. Possess excellent interpersonal communication skills. Resume must demonstrate stable employment history.

Call Center Representative I Mercer Urbandale, IA www.indeed.com Description The purpose of this position is to support existing policyholders through answering telephone calls, responding to inquiries, fulfilling customer requests, and performing required administrative functions. This position answers general questions and requires basic knowledge of position. Answers calls, performs research, processes customer requests,



documents as appropriate, and responds both verbally and through writing. May also make outbound calls. Asks appropriate questions and serves as a resource of information when attempting to retain existing business. Qualifications: High school diploma required and college degree preferred. Customer service or sales experience preferred 0-2 years customer service experience preferred. Excellent written and verbal communication skills to effectively interact with customers. Excellent organizational and time-management skills to handle multiple tasks. Basic computer skills and the ability to navigate through multiple systems without assistance. Appropriate license must be obtained if necessary for position.

Cook Part-time Genesis Healthcare Des Moines, IA www.indeed.com POSITION SUMMARY: The Cook is responsible for preparing and cooking a wide variety of food for customers, employees and visitors. He/she prepares food according to recipes and plans cooking schedules to meet mealtime schedules. In addition, the Cook performs related duties and cleaning duties, as assigned. The Cook directs other dietary employees in the absence of the Food Service Director and the Assistant Food Service Director.

Operator VSI Des Moines IA www.indeed.com Job Description VSI is looking to fill multiple operator positions at a heavy industrial location in Des Moines, IA. Job duties include, but are not limited to: running a sweeper/scrubber to clean factory floors, using a forklift to pick up trash hampers and doing the recycling in the plant. Also, applicant will be doing some scrubbing and floor scrapping by hand. Hours are 7am-7pm on rotating days of the week. Pay rate is \$10.50 an hour. Job Requirements This position requires a lot of walking, standing, stopping occasional lifting and bending. Successful candidates will have great attention to detail, be reliable, be flexible on occasion with schedule, and be will to work alone as well as with others. Applicants will be required to pass a drug screening as well as a background check.

Resident Assistant - Overnight Shift Journey Senior Living - Ankeny IA www.indeed.com Journey Senior Living – Ankeny, Iowa is looking for dynamic individuals with compassion to serve assisted living and memory challenged seniors. The successful candidates must have experience in related service and possess excellent communication and organization skills. Candidates must be customer service focused. We offer a competitive compensation and benefits program. Required education: High school or equivalent

Clerk/Cashier CVS Health Des Moines IA www.indeed.com Position Summary: To ensure customer satisfaction by handling each customer with the eye's, HI's and help. To ensure each customer has a positive shopping experience and to remember that the customer is the top priority. Required Qualifications: Must be at least 16 years of age Preferred Qualifications: Previous retail experience

Teller I - Part Time Central Bank Des Moines, IA Essential job duties include, but are not limited to: Processing transactions for savings and checking accounts, and loan payments. Cashing checks, selling money orders Processing night depository transactions Maintaining accurate



customer account records Assisting in preparation of reports, typing letters and answering the telephone May assume additional responsibilities of opening or closing the Bank
Additional duties as assigned Requirements: Applicants should have a high school diploma or equivalent and/or 1-2 years of cash handling experience. The candidate must also have Practical mathematical skills Interpersonal skills necessary to make a good first impression Identify customer needs and sell or refer the customer for other services Ability to consistently perform teller transactions in an accurate and proficient manner during both light and heavy customer contact days Maintain a friendly, cheerful and courteous demeanor throughout the day. Ability to operate necessary office equipment to complete the duties listed above

Buyer Assistant CarMax Urbandale, IA www.indeed.com As a part of our CarMax store purchasing team, a Buyer Assistant is responsible for vehicle optioning and imaging for the CarMax website, securing purchased vehicles, completing visual vehicle inspections as a part of the vehicle transfer process and working with the purchasing team to hold on-site auctions. A Buyer Assistant will also work with other departments to ensure that the needs of the business are met. As a part of our CarMax store purchasing team, a Buyer Assistant is responsible for vehicle optioning and imaging for the CarMax website, securing purchased vehicles, completing visual vehicle inspections as a part of the vehicle transfer process and working with the purchasing team to hold on-site auctions. A Buyer Assistant will also work with other departments to ensure that the needs of the business are met. A strong commitment to customer service, good communication skills and attention to detail is required for this position. Ideal candidates will come from various backgrounds including retail, restaurant service and other service oriented positions. This position requires the ability to work a flexible schedule including nights and weekends in a fast paced retail environment. Position also requires the ability to work indoors/outdoors in a "hands-on" environment.

Retail Merchandising Stock Associate Part-time Office Depot West Des Moines, IA At Office Depot and Office Max, our Merchandising Stock Associate ensures freight is processed efficiently to maximize product service levels and is responsible for providing an exceptional in-store customer service experience by assisting customers, as needed. The Merchandising Stock Associate is required, at times, to assist customers, utilizing the proven Office Depot Selling Program, if sales associates are not available. Qualifications: High School Diploma or GED preferred At Office Depot and Office Max, our Merchandising Stock Associate ensures freight is processed efficiently to maximize product service levels and is responsible for providing an exceptional in-store customer service experience by assisting customers, as needed. The Merchandising Stock Associate is required, at times, to assist customers, utilizing the proven Office Depot Selling Program, if sales associates are not available. Qualifications: High School Diploma or GED preferred No previous experience required. Previous retail inventory and/or sales/customer service experience is considered an asset Must possess good interpersonal and communication skills, which are necessary to establish a selling relationship with customers and other employees.



Customer Service Representative Service Legends Des Moines, IA www.indeed.com Our Customer Service Representatives work with customers to ensure that we continue to provide world class service. Our position is a little different. We fully train you and you will talk with clients on a daily basis to set appointments for our comfort advisors to meet with them in their home. Essential Job Functions Receive incoming service and maintenance client calls Confirm service related calls for the following day. Schedule club member visits as directed ensuring that 3 calls per day per tech are being completed. Build value with current club members to maintain renewal rate. Perform outbound calls to non-club member clients. Accurately build service related calls per SOP. When directed, prepare and complete written client communications. Demonstrate accuracy and thoroughness in all aspects of position. Show ability to make timely decisions in the best interest of the customer and company. Education and Experience High School diploma or equivalent required 1 year of customer service experience required Call center experience preferred Computer Skills: Must be proficient in Microsoft Excel and Microsoft Word; experience with Citrix software preferred Must be able to participate in the after-hours on-call service, requiring response to customer requests outside of normal business hours including weekends and holidays. We answer the phone 24/7 to ensure our clients' needs are met.

Receptionist- Pediatric Psych Services- PRN-2017-R0098630 Mercy Medical Center Des Moines, www.indeed.com 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. Conduct all functions associated with patient check-out including pricing services, collecting patient responsibility payments and scheduling follow-up appointments. Perform duties involving record filing and retrieval and assisting with the filing of registration documentation in electronic medical records. Confirm next day appointments and alerts patients as to what documentation is needed, including details associated with time-of-service payment. Follow up with patients regarding the Missed Appointment Policy and send out the appropriate communications. Perform other duties as assigned. Certifications High school diploma or equivalent required.

Retail Sales Consultant Print Services Part-time Office Depot West Des Moines, IA www.indeed.com At Office Depot and Office Max, our Sales Consultant, Print Services is responsible for providing exceptional service experience for customers requiring print services. He/she utilizes Office Depot's proven sales principles to proactively engage customers to drive the sale of total solutions offered within Print Services and properly assess customer needs to ensure satisfaction in every interaction. The Sales Consultant, Print Services is responsible for completing all customer orders correctly and within the quoted timeline, and assess whether the Regional Print Center should be utilized. This person is also responsible for performing daily



and weekly maintenance of the Print Services area. The Sales Consultant, Print Services must quickly build ongoing customer relationships and become a trusted advisor by utilizing advanced selling skills and knowledge (including cross-selling of products and services) to meet customer's needs. Demonstrates passion for the brand, products, services and solutions offered to our customers. Qualifications: High school diploma or equivalent education experience

Dock Worker (Full-Time) Requisition Id: 18990 XPO Des Moines, IA www.indeed.com Essential Functions: Available to work a variety of shifts, including days, evenings, nights and weekends due to varying freight volumes. Efficiently sort, handle, load and unload palletized and non-palletized freight using appropriate motorized and manual equipment, including pallet jack, forklift and by hand as needed. Utilize mobile hand held devices for tracking shipments. Safely climb in and out of trailers. Lift freight and other objects of various shapes, sizes and weights (up to 50 lbs. frequently and greater than 75 lbs. occasionally). Secure freight inside trailers using appropriate tools and supplies (e.g. pallets, straps, rope). Safely walk and stand for extended periods of time on a loading dock that is not climate-controlled and may be slippery. Safely walk, reach (including above your head), bend, climb, push, pull, twist, squat and kneel as necessary to perform the job duties. Verify and complete required documentation and reports. Ability to handle hazardous materials. Adhere to company safety policies. Frequent contact with service center personnel; fast-pace and deadline oriented. Safely work in adverse weather conditions. Perform other duties as assigned. Prompt, daily attendance at assigned work location Knowledge, Skills and Abilities: Prior dock/warehouse experience in the transportation industry is a plus. Prior forklift experience in a freight / less than truckload environment preferred. Prior experience loading and unloading trailers preferred. At least 18 years of age. Highly motivated individual with attention to detail. Ability to count and perform basic math, with or without a calculator. Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.) Ability to bend, twist, squat, pushing/pulling freight throughout shift. Ability to follow instructions and complete required training. Ability to work independently and/or as a team member. Must be able to perform the essential functions with or without an accommodation. Pass a company paid Post Offer Pre-Hire screen (physical essential functions) test.

Claims Customer Service Rep I Job ID: 44728 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.



Customer Service Representative Symetra West Des Moines, IA www.indeed.com Symetra is actively recruiting for an Associate Customer Service Representative to join our Retirement Call Center in West Des Moines, IA. To be successful in this role, it is critical that representatives are consultative and attentive to customer needs and professional and proficient in handling questions and changes over the telephone. They are accepting of a structured work environment that includes specific shift start and end times, as well as specific break and lunch times, so that we can ensure our service standards are achieved. This includes routine call quality monitoring and regular feedback and coaching from their manager. Responsibilities Include: Answer incoming phone calls from agents and customers, assisting with a variety of inquiries, including status on pending new business applications and pending in-force transactions; assisting with specific in-force policy questions, product information, information on rates, and service issue resolution. Requires a working knowledge of processes and procedures for New Business, Claims, and In-force Back Office, navigating multiple administrative systems. Required to document detailed and concise notes on all interactions. In some instances, process and maintain department SLAs by processing basic transactions and servicing customer requests with a sense of urgency and accuracy. Perform additional tasks at the request of management. Requirements: Strong customer service orientation, including demonstrated interpersonal skills, Strong oral and written communication skills Demonstrated organizational and follow-up skills, Ability to manage multiple responsibilities and priorities concurrently Able to maintain a good attendance history and report to work at scheduled time Proven ability to learn and manage multiple PC and mainframe applications Ability to research answers, learn quickly, and retain information Demonstrated initiative and self-motivation Able to work under pressure and adverse conditions Call center experience (preferred) Four year college degree or equivalent experience (preferred).