



Sample Job List Week June 5 – June 9, 2017

***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. ***

Warehouse Associate Triplett Office Essentials - Des Moines, IA www.indeed.com Processes and prepares supply orders by pulling stocked items, packing boxes and placing orders in delivery area. Possession of valid state driver's license/superior driving record. Warehouse inventory experience. Ability to lift product in excess of 75 pounds routinely. Proficient in MS Office, specifically Excel, Word and PowerPoint. Availability to work irregular hours and extended shifts. Strong interpersonal skills and proven commitment to high level of customer service with the highest degree of honesty and integrity. Ability to work independently with little supervision. Ability to organize and prioritize effectively. Attention to detail with exceptional level of accuracy. Required education: High school or equivalent. Required experience: warehouse associate: 1 year Required license or certification: Driver's License

Receiving/Stock Associate Younkers West Des Moines, IA www.indeed.com Join our team of associates responsible for unloading trailers and processing new merchandise. Receiving/Stock Associates are also required to process outgoing packages, do some heavy lifting, light maintenance and support the selling floor associates. Our Receiving/Stock Associates demonstrate the desire to deliver customer service by the execution of store support tasks. We'll value your: Great organizational skills. Ability to do heavy lifting as needed Exceptional time management skills. Ability to work a flexible schedule - early mornings and late evenings as needed

Warehouse Team Member I Interstate Batteries Urbandale, IA www.indeed.com Purpose of Job: Provide a well -stocked and organized warehouse and assist Route Sales Managers. Load and unload batteries, restock batteries, charge, clean, date and rewrap rotations. Charge, test, clean, and date adjustment batteries Maintain a safe and clean warehouse environment Accurately maintain warehouse reporting and claims. Operate a forklift and maintain a current certification Run the Hot Shots on a timely basis as needed Qualifications: Minimum 1 year warehouse experience preferred Written, interpersonal and verbal communication skills Strong time management skills and able to work under pressure Knowledge of carrier operations, shipment routing and distribution methods Knowledge of state, federal and interstate commerce regulations Computer skills Understanding of hazardous shipping laws and requirements Current, valid state driver's license. Ability to operate motor vehicles.

Warehouse Associate (DSM) Kryger Glass - Des Moines, IA www.indeed.com Essential duties & responsibilities include: Reads customer order to determine items to be distributed and fill orders Drives company vehicle to transport items from warehouse to customer Day to day general warehouse duties, including shipping & receiving To perform the job successfully, an



individual should demonstrate the following competencies: Demonstrates accuracy and thoroughness Customer service skills Dependability Qualifications include: Must hold and sustain a valid driver's license and be insurable by company standards Must be able to operate a forklift and cherry picker with ease. Must be able to pass criminal background screening by company standards. Must regularly lift and/or move up to 80 pounds

Production Process Operator Job ID 2017-4762 Kemin Des Moines IA www.indeed.com Key Responsibilities: Properly follow all company policies and OSHA regulations for safe working procedures and environment. Complete department sanitation duties. Report all equipment issues to supervisor and / or maintenance. Pack and /or assemble product ingredients. Follow Standard Operating Procedures (SOP's) to ensure product specifications are met. Operate machinery and work in a fast paced manufacturing environment. Operate various types of heavy equipment that may include but not limited to a forklift. Troubleshoot automated equipment and other equipment issues. Use computers for daily work activities. Qualifications: Minimum of a high school diploma or equivalent. 2-3 years of related experience in manufacturing or production preferred. Must be 18 years in age or older. Must pass pre-employment physical, drug screen and criminal background check. Adherence to safety requirements and procedures as outlined in the Employee Handbook. Willingness to work in a team environment and assist co-workers or supervisors with other duties as required. Individuals are required to wear personal protective equipment (PPE) in designated operations and production areas. Protective equipment that may be required, but not limited to: Safety (hard toe) Shoes, Safety Glasses, Respirator, and Hearing Protection.

Utility Rep Clean Harbors Des Moines IA www.indeed.com Key Responsibilities: Obtain a Class B cdl in first 30 - 60 days of employment. Assist in warehouse as needed including loading and unloading trucks with forklift, stocking warehouse, and general cleaning/upkeep of warehouse. Drive a Class B box truck or vacuum truck as needed on a designated local route assisting customers with needs such as servicing parts cleaners, picking up drums of waste oil, or pumping waste oil for disposal at the branch. Qualifications: High school diploma or GED. 1 year of warehouse or related work experience preferred. Class B cdl preferred or ability to obtain and retain a Class B CDL within first 60 days of employment. Ability to obtain and retain hazmat and tanker endorsements required. Ability to drive a manual transmission required. Ability to use a mobile computer required. Ability to operate a forklift preferred. Strong communication skills, work ethic, and attention to detail required.

Mobile Sales Consultant Best Buy Req # 512161BR Part Time Best Buy West Des Moines IA www.indeed.com Job responsibilities include: Provide personalized service and exceptional expertise for customers. Handle all aspects of the sale including: customer contracts and warranties, customer payments, cash and credit card/check transactions. Develop, maintain and communicate strong, up-to-date knowledge of wireless products, accessories, pricing plans and service features. Basic Qualifications 3 months experience actively using and learning about customer electronics Prior experience in a team environment requiring clear, professional and effective communication Prior experience with recommending products, services or solutions



to others Preferred Qualifications High School Diploma or equivalent 3 months experience working in customer service, sales or retail 3 months experience working with department specific products

Cook Edgewater (450050.29) WesleyLife West Des Moines, IA www.indeed.com As our Cook, you will have the opportunity to plan and prepare meals, creating a dining experience which allows each of our residents the opportunity to achieve their personal nutritional wellness goals. In addition, your contributions to our team will assure food is presented in a manner that is appealing as well as healthy. You will informally lead the team to ensure our food services meets all applicable regulatory standards as well as pleases our residents and their guests. Your knowledge of modified diets, presentation of food in a pleasing manner, and effectively and efficiently prepare food in the needed larger quantities will all be useful for your success in this position. All of our team members have a unique ability to build meaningful relationships with our residents - and this will allow you to delight our residents by meeting their individual preferences while planning and preparing meals for those we serve. **Job Requirements** We would like you to have at least one year of prior cooking experience in a restaurant, hospitality or health care setting. Some specific culinary education is preferred, but we will provide additional training to the right person. Prior experiences with large quantity cooking and modified diets are preferred. Because you will be working in the home of our residents, we will expect you to be able to communicate, read, write and follow written and verbal instructions in English. Beginning-level computer skills are expected.

Ready Mix Truck Driver Manatt's Inc Ankeny, IA www.indeed.com Job Description Our Ankeny Ready Mix Plant has an immediate opening for a Ready Mix Truck Driver. Responsibilities include driving truck equipped with or without auxiliary concrete mixer to deliver concrete mix to job sites around the Des Moines Metro area. Qualified candidates must have an acceptable driving record and strong customer relation skills. Current DOT Physical and Class B CDL with airbrakes endorsement required

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



Store Phone Operator Best Buy West Des Moines IA www.indeed.com Store Phone Operator excels at providing over-the-phone support, while maintaining close working relationships with neighboring stores. They accumulate the appropriate knowledge and expertise through continuous learning and self-development. The Best Buy Store Phone Operator provides fast and friendly over-the-phone support for all customers. Develops strong rapport with the customer while becoming a trusted advisor and partner in assisting them in making technology more functional in their lives. Represents and partners with surrounding locations to ensure the customer's needs are met and that no customer is left unserved or underserved. Utilizes relevant resources to assist customers in answering questions or resolving their issues. Engage the customer using soft skills while solving issues, providing solutions, and customer support over the phone. Use cross-functional company resources and tools to meet customer needs. Understand basic Checkout, Customer Service (Price Match, Returns/Exchanges) and Store Pickup processes as outlined in SOP and policies listed on BestBuy.com. Ability to speak to weekly/daily promotions and offers. Maintain a knowledgeable partnership with nearby retail locations and associates. Accountable for driving positive customer feedback (NPS) survey results. Basic Qualifications: 3 months experience actively using and learning about customer electronics Prior experience in a team environment requiring clear, professional and effective communication Prior experience with recommending products, services or solutions to others Preferred Qualifications: High School Diploma or equivalent 3 months experience working in customer service or sales 3 months experience in retail stores or environments

Valet Attendant Weekdays HealthPark Valet South - Clive, IA www.indeed.com At HealthPark Valet , our attendants enjoy mostly weekday and daytime shift hours, earn extremely competitive pay and have the opportunity to grow in their careers. When you work with us, you're more than a valet attendant. You provide complete care at the curbside – greeting patients, giving directions and parking cars. A valid driver's license for at least 3 years. A clean background screening and driving record. Excellent communication skills and a passion for customer service. The ability to stand for long periods of time over a 4-hour to 10-hour shift. The ability to do a lot of running when parking and retrieving vehicles A good working knowledge of most cars; manual transmission (stick-shift) experience preferred The flexibility to work holidays and weekends is preferred. Physically-demanding position suitable for an active person who is able to work outside in all types of weather.

General Laborer K & R Underground LLC - Ankeny, IA WWW.INDEED.COM Job Duties / Responsibilities: Digging Trenches Cable handling Potholing utilities site restoration all other duties as assigned Qualifications: Previous experience in construction preferred Must be able to meet physical requirements of the position Clean driving record is required CDL a plus may require some travel within the state

Day Porter Full Time Downtown Des Moines Kimco Services Des Moines, IA www.indeed.com We are hiring a Full Time Day Porter for Downtown Des Moines Monday thru Friday --- 7am to 330pm \$11.00 per hour and you will be paid bi-weekly. Free Parking @ Parking Ramp You will be performing general day porter duties such as restroom cleaning, vacuuming and possible



meeting room setup Must be able to communicate in English You should have at least 6 months general cleaning experience -- but will train the right person. You will be required to pass a criminal background check going back 7 years. Required experience: Janitorial: 1 year

Sales Person CarHop Des Moines, IA www.indeed.com Responsibilities/Expectations Greet customers promptly as they come into the branch Get people excited about the benefits of the CarHop Program. There's nothing like it and it really is exciting! Conduct face-to-face auto sales on the lot or in the branch Negotiate terms and down payment with customers Process financing applications, answer phones and enter statements and new prospects into the computer Make phone calls to past and potential customers to create business Accompany customers on vehicle test drives as needed Develop relationships with customers and prospects and network with outside referral sources Achieve and maintain sales goals and expectations Minimum Requirements High School Diploma or equivalent Previous sales experience strongly preferred; experience in retail is a plus Strong verbal communication skills, problem-solving and independent work skills Must successfully complete pre-employment criminal background and motor vehicle records inquiries, have a valid driver's license, and have a driving record that is acceptable to our insurance carrier Must be available to work evenings and Saturdays

Housekeeper Holiday Inn Express & Suites Sherman Associates, Inc. Des Moines, IA www.indeed.com ESSENTIAL DUTIES Clean occupied guest rooms. Clean/reset guest bedroom and bathroom areas according to established standards. Organize and stock cleaning cart and organize linen closets on floors assigned. Assist other housekeeping associates in maintaining clean and organized work and public areas Required Experience: No prior housekeeping experience required. Customer service experience in the hospitality industry strongly preferred. Must have flexible schedule availability; including evening and weekends.

Logistics Representative (1701NK) YRC Worldwide Urbandale IA www.indeed.com ESSENTIAL DUTIES AND RESPONSIBILITIES Perform routine clerical assignments in accordance with established procedures and under direction of CCM and outside sales professionals. Operate office equipment (PC, copy/fax, phone, etc) in order to conduct assigned duties. Complete correspondence, prepare bids/presentations, initiate pricing files, and perform rate comparisons to enable sales professionals to spend majority of time planning and participating in sales calls. Plan customer events and entertainments to support sales. Update customer information in corporate database and SFE. Perform customer research to advance the sales process. Run business objects reports, complete/process expense reports and maintain records for Customer Care Center at direction of Customer Care Manager. Interact with customers over the phone and direct to appropriate resource (CSR, Sales, and CCM) to insure customer requirements are met. MINIMUM REQUIREMENTS Administrative skills required PC skills required (Windows, MS Office, and Mainframe) Attention to detail and organizational skills required Service orientation - ability to interact with internal and external customers.

Administrative Assistant QHC Management, LLC - Clive, IA www.indeed.com The position of administrative assistant involves using a multi-line phone system, assisting with payroll



processing and accounts payable, running background checks, processing employee PTO, doing special projects, and general office duties such as faxing, copying, mail processing and filing. Requirements: Strong knowledge of Microsoft Office Ability to learn industry specific computer programs Ability to take direction and work independently Attention to detail and good organization skills Ability to multi-task Good written and verbal skills needed. Two year business degree preferred and previous experience required. Experience in the long term care industry would be beneficial.

Secretary Radiology Administration Lutheran (JOB ID: 26209) Des Moines Lutheran Hospital Des Moines, IA www.indeed.com Responsibilities: Accurately and efficiently file / retrieve reports, film records, copies of legal documents, copies of images for patient use, and for physicians conducting business with IHDM Radiology. Appropriately files x-ray folders, reports, and returned mail. Notifies the appropriate radiology resource of received orders. Answers telephones, routes calls, and messages. Prepares films for send out or transfer. Other information: High School Diploma GED, Currently enrolled in High School or equivalent. Must be able to read, speak and write effectively in English. Have a fundamental knowledge of computers Experience in a medical related field with medical terminology and human anatomy coursework, preferred.

Automotive/RV Service Writer/Customer Service Imperial RV Center - Ankeny, IA www.indeed.com RV/Automotive Service Writer Qualifications Experience in customer service Previous service writing experience a plus Positive attitude, team working skills Valid DL with clean driving record RV/Automotive Service Writer Responsibilities Greeting our service customers Preparing work orders for our service team Communicating with our customers and service team Scheduling service work Following up with customer to ensure the work is completed Helping with filing warranty work Required education: High school or equivalent

Parking Attendant - Part Time Wells Fargo Arena / Iowa Events Center - Des Moines, IA www.indeed.com Parking Attendant is an on-call, per event employee who assists in direction of customers in and around the Iowa Events Center parking lots during events. Responsibilities Greet and direct customers entering parking lots communicate parking information to the public. Sell parking tickets Count back correct change as needed Work in a variety of parking locations and positions Document all cars going through booth as assigned Balance cash drawer at the end of shift as assigned Park cars quickly and efficiently Monitor lot during events, immediately contacting supervisor as issues arise Provide positive and friendly experience to all customers Set up A-frame signs, parking cones, and reserved parking signs Identify and problem solve parking issues; prevent when possible Provide excellent customer service assistance to internal and external clients Qualifications Ability to work both independently and as part of team. Must have a demonstrated ability to function in a fast paced, high-pressure environment Ability to speak clearly in the English language. Must be comfortable working with the public Requires strong interpersonal and communications skills



Drug Store Pharmacy Technician Job ID 2972BR Walgreens. DES MOINES, IA www.indeed.com

In accordance with state and federal regulations, assists the pharmacist, under direct supervision, in the practice of pharmacy. Assists the pharmacist in the performance of other Pharmacy Department duties in accordance with Company policies and procedures. Responsible for using pharmacy systems to obtain patient and drug information and process prescriptions. If PTCB certified, assists with and coaches pharmacy technicians in the operation of pharmacy systems and cashiers in the operation of the pharmacy cash registers. Models and delivers a distinctive and delightful customer experience. Training & Personal Development Earns and maintains PTCB certification through the designated PTCB training program and/or state required certification/registration. Otherwise, earns PTCB certification as condition of promotion to senior technician. Attends training and completes PPLs requested by Manager and acquires continuing education credits. Maintains knowledge and skill in healthcare and pharmacy, including latest news and developments. Basic Qualifications Must be fluent in reading, writing, and speaking English. (Except in Puerto Rico) Requires willingness to work flexible schedule, including evening and weekend hours. Preferred Qualifications Prefer six months of experience in a retail environment. Prefer to have prior work experience with Walgreens. Prefer good math skills so they can fill prescriptions accurately, including counting, measuring and weighing medications. Prefer good computer skills. Prefer the knowledge of store inventory control. Prefer PTCB certification.

Laundry Aide PT weekends 6-2 Karen Acres Health Care Center Urbandale, IA www.indeed.com

Karen Acres Healthcare Center is seeking a weekend Laundry Aide. Hours: 6am-2pm. The laundry aides play an important role in providing the bedding and linen needed for the residents and for the nursing staff to provide care for the residents. Although a majority of your time is spent in the laundry room you will often need to deliver personal belongings and linen and become like family to the residents that we serve. The tasks include, sorting, loading washers and dryers, folding linen, delivering linen and personal clothing.

Medication Aide (CMA) Norwalk IA Norwalk Nursing and Rehabilitation Center Norwalk, IA www.indeed.com POSITION PURPOSE: The Medication Aide Ensures proper dosage and distribution of medication in accordance with State regulations, takes vital signs, responds to emergencies, records information in a resident's medical record, assists in management of the medical record as needed, and any other assigned duties to support the medical department as they have certification or documented training on. Requirements: High school diploma or equivalent and Medication Aide Certificate required or equivalent combination of education and experience. 1 – 3 years of customer service experience preferred.

Plasma Center Receptionist – 30 Hours Per Week Req ID: R0007927Shire Pharmaceuticals Ankeny, IA www.indeed.com Verifying appointment times Assisting donors with future appointments Ensuring repeat donors scan in electronic system Creating or pulling donor record files Verifying prior donations Requesting identification for new donors Notifying the appropriate personnel that visitor/donor has arrived Contact donors to remind them of physical appointments Maintain orderly filing system, purging records as needed Essential: High School



Diploma or equivalent required Ability to read and follow Standard Operating Procedures (SOPs) and to maintain complete and accurate records. Experience in a laboratory, hospital, or other regulated environment is a plus Responsible for providing exceptional customer service to donors (external) and fellow employees (internal) Refers to Center Manager for guidance on complex, medium-impact or above decisions (internal) Refers to management team for escalated donor/employee concerns (internal) Reports to Center Manager (Internal) Coordinates will all other center roles to effectively problem solve, ensure safety of staff and donors, and provide an exceptional customer experience. Requires occasional leaning, bending, stooping, crouching, reaching above shoulders and below knees and the ability to walk and stand for entire work shift. May lift up to 5 lbs. occasionally. Must be able to communicate face to face as well as over the telephone. Supports the center management team in identifying operational opportunities for continuous improvement, initiating changes to center processes as needed, through use of company approved procedures (including but not limited to 5S, Value Stream Mapping and Kaizen)

Assistant Teacher needed in NAEYC Accredited Center (170007BL) KinderCare Education West Des Moines, IA www.indeed.com When you join our team as an Assistant Teacher you will: Assist teachers with the implementation of KCE's curriculum in a way that is consistent with the unique needs of each child Create a safe, nurturing environment where children can play and learn. Partner with parents with a shared desire to provide the best care and education for their children. Support your center's success by partnering with center staff and leadership to achieve goals around enrollment, accreditation, and engagement Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and corporate partners Required Skills and Experience: A love for children and a strong desire to make a difference every day. Ability to build relationships with families and coworkers and create a dynamic environment where play and discovery go hand-in-hand. Outstanding customer service skills CPR and First Aid Certification or willingness to obtain Must meet state specific guidelines for the role. Must be physically able to use a computer with basic proficiency, lift a minimum of 40 pounds, and work indoors or outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children. Ability to speak, read, and write English.

Teacher Associate Substitute (9 Month) - 998084 Drake University Des Moines, IA www.indeed.com Drake University Head Start, a comprehensive early childhood program, is seeking a professional candidate to join their team serving as a full-time substitute supporting teachers, teacher associates, and children in daily activities in the classroom. This individual will participate in the development, implementation, and evaluation of a developmentally appropriate early childhood curriculum and practice. This position of light cooking, assisting the teacher or teacher associate, and working directly with the children. Some time spent completing paperwork. This position may include completing home visits for Head Start and Early Head Start programs. This is a 9 month full-time position that will begin in August, 2017. Qualifications: This position will involve travel within a six county service area (Boone, Story,



Jasper, Marion, Polk and Warren counties.) This position is a full time position that works from August to late May each school year. A minimum of a CDA (Child Development Associate) credential, ability to obtain a CDA credential within 18 months of hire, or an Associate's Degree in Early Childhood Education required. A minimum of one year of work in an early childhood setting required. Head Start experience preferred. A current driver's license and ability to be insured by the University's insurance carrier required.

Driver In Training (172289) DURHAM Ankeny, IA www.indeed.com A Driver In Training will be trained by our staff to obtain a commercial driver's license (CDL), where available, obtain related School Bus Driver endorsement(s), and to learn our Company policies and procedures. Upon successful completion of the training program and successful completion of all necessary requirements for the position, the Driver in Training will be placed in a School Bus Driver role. Requirements Include: Must be at least 21 years of age. Must possess, or be able to obtain, all valid applicable state license and other required certifications to operate company vehicles. Must meet all local and state requirements. Must meet physical and medical requirements and pass substance abuse screening; as a safety-sensitive employee, will be subject to random substance abuse screening under Company policy. Must satisfactorily complete and pass all training and attend safety meetings and in-service meetings in order to remain qualified. Strong communication and interpersonal skills. Ability to lift and assist students when necessary. Must have a high degree of attention and considerable dexterity in the control of the school bus/van. Must practice defensive driving at all times and avoid vehicular and industrial accidents by practicing safe driving and work habits. Ability to maintain effective pupil behavior management over groups of children.

Housekeeper TownePlace Suites by Marriott InterMountain Management West Des Moines, IA www.indeed.com Responsible for thoroughly cleaning suites, replenishing guest amenities, linens, and other articles in suites in accordance with extended stay standards, cleaning and stocking Suite Attendant carts and linen/supply rooms. Education and/or Experience: High School diploma or GED preferred. No previous required, but preferred.

Receptionist Part Time ID 667890 SCHEELS Des Moines, IA www.indeed.com Responsibilities Include: Answer all incoming calls in a timely, friendly, professional and pleasant disposition Be knowledgeable and courteous while assisting customers and transferring to appropriate associate for further assistance General office responsibilities that include mail service, sorting and opening mail to deliver to appropriate individual/department, date stamp all invoices for Accounts Payable, and assisting other office positions as needed. Create and distribute daily pocket schedules; make signs for all shops, order supplies and keep stocked at all times Various side projects for members of the Assistant Store Leader team as needed Contribute to a work environment that fosters pride in being part of a winning team and promotes personal growth Education and Experience: Ideal candidate will have a minimum of a high school diploma, or general education degree (GED), one to three months of related experience or training; or equivalent combination of education and experience. Must be flexible to work assigned



schedule between 8 am and 9 pm, Monday through Sunday. Schedule may include varied hours, evenings, weekends, and holidays. Average hours per week are 15-25.

Warehouse Loader (FT) Job Id: 210912 NAPA Auto Parts Des Moines, IA www.indeed.com Our Warehouse Loaders stage, shrink wrap and load product by trip number and store number as it is received from the packing and pulling areas of the stockroom. They also prepare palletized loads for shipment by shrink-wrapping product. Qualifications NAPA Associates are required to have the stamina to stand and walk for the entire work shift. Strength to lift 60lbs of merchandise. Clear speaking and attentive listening skills Motivated to train and learn Desire to go above and beyond the Job Description Desire to be part of a fun and energetic team Minimum 18 years of age Pre-employment drug screen and background check. Must be available to work weekends Forklift certified.