



Sample Job List Week March 6 – March 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. ***

Front Office Supervisor Marriott Hotels Resorts Des Moines IA www.indeed.com Job Summary Process all guest check-ins, verifying guest identity, form of payment, assigning room, and activating/issuing room key. Set up accurate accounts for each guest per their requirements. Enter Marriott Rewards information. Ensure rates match market codes, document exceptions. Secure payment prior to issuing room key, verify/adjust billing. Compile and review daily reports/logs/contingency lists. Complete cashier and closing reports. Supply guests with directions and property information. Accommodate guest requests, contacting appropriate staff if necessary. Follow up to ensure requests have been met. Process all payment types, vouchers, paid-outs, and charges. Balance and drop receipts. Count and secure bank at beginning and end of shift. Obtain manual authorizations and follow all Accounting procedures. Notify Loss Prevention/Security of any guest reports of theft. Assist management in training, evaluating, counseling, motivating and coaching employees; serve as a role model and first point of contact of the Guarantee of Fair Treatment/Open Door Policy process. Develop/maintain positive working relationships; support team to reach common goals; listen and respond appropriately to employee concerns.

Material Handler – USPS Requisition ID: 1532797 FedEx DES MOINES, IA www.indeed.com To provide safe and efficient operation of equipment used for the movement of packages/documents/heavyweight, dangerous goods and ULDS (Unit Load Device System). To assist in the buildup/breakdown of pallets containing heavyweight freight. Serve as liaison between company and ULD repair vendor, as required. Operates mechanized ramp equipment, a majority of total time worked. Meets aircraft and transports packages and freight to sort and heavyweight areas. Assists in ensuring aircraft, vehicles and containers are loaded/unloaded in a safe and efficient manner including dangerous goods, in accordance with proper packaging and freight handling techniques. Ensures the safe, efficient buildup/breakdown of pallets. Ensures broken down freight is properly stored, staged and protected from the elements at all times. Requirements: Ability to lift 75 lbs. Ability to maneuver packages of any weight above 75 lbs. with appropriate equipment and/or assistance from another person. Clerical experience including typing and/or general office administration duties preferred. Good human relations and communication skills.

Customer Service Representative EMSI - Des Moines, IA www.indeed.com The CSR performs customer service and administrative functions within the branch office. The CSR must be capable of dealing with problems requiring excellent communication skills. Duties may include scheduling of exams and events, providing statuses to customers as well as general office and clerical duties. Must have thorough knowledge of procedures applicable to our customers.



Interacts with branch managers, examiners, collectors, team members and home office employees. Subject to deadlines and heavy workloads. Works with minimal supervision. The CSR has regular contact with the customer and must be able to effectively and accurately identify and resolve client issues. Additionally, they must be able to process orders quickly and accurately. Errors cause substantial delay, disruption and customer dissatisfaction. Education Requirements GED Work Experience Requirements One (1) to Three (3) years of progressive related experience Customer Service

Receptionist DEWEY DODGE CHRYSLER JEEP RAM Ankeny, IA www.indeed.com Duties and Responsibilities include: Answer phones in a professional manner, within three rings, and transfer customers promptly to appropriate destination. Courteous and professional pages. Takes messages from customer when desired person is unable to be reached or at customer request. Service and Office filing. Greet and accommodate walk-in customers promptly; provides timely, friendly, professional service. Provide excellent customer service by listening to customer inquiries and requests, asking questions to identify needs, and resolving customer concerns. Identify, recommend, and support opportunities for process improvement. Identify ways to improve operations and customer service. Maintain a professional appearance at all times. Disperse and sort mail each day. Call customers when license plates come in and keep a license plate log to ensure accuracy. Make copies when needed. Order business cards. Print Dealer Socket letters each morning. Other duties as assigned. To qualify for this position: Must be 18 years or older and be authorized to work in the U.S Six months to one year previous Receptionist experience High school diploma or equivalent. Must be trustworthy and have the ability to creatively deal with problems. Must have excellent interpersonal and customer service skills. Use of a PC is a must. Will be using Inventory Control Software, Internet and Microsoft Office Products Valid in-state driver's license. Professional appearance.

Administrative Assistant Red Settlement Services - West Des Moines, IA www.indeed.com RED Settlement Services is seeking a talented, growth based individual for the Administrative Assistant role in our growing office. The ideal candidate is positive, outgoing, learning based, a strong communicator, detail oriented, tech savvy and proficient with technology, including Microsoft Office. The Administrative Assistant is geared towards being responsible for data input of sales data for agents in a fast paced and highly productive office. It's a critical part of the leadership team, and will have opportunities for personal and professional growth. Setting up new files for new listing sales. Ordering pest inspections & abstracting. Assisting with communication and service of Realtors/sellers in a fast-growing office. Assisting Leadership with long term vision and operations. Skills/Qualifications: Telephone Skills, Verbal Communication, Listening, Professionalism (a must), Customer Focus, Highly Organized, Informing Others, Handles Pressures with Ease, Supply Management, Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher a plus), Proficient in Google Based Applications and Tech Savvy. Submit your resume with a cover letter



Day Porter Kimco Services Des Moines, IA www.indeed.com Cleaning restroom(s) Restocking supplies Cleaning glass Performing other similar and related duties as assigned by supervisor Capable of lifting 50 pounds. Able to stand and walk for 5 hours in a day

Guest Services Representative/Receptionist LasikPlus Des Moines, IA www.indeed.com 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 patient

Merchandise Ops Specialist Petco DES MOINES, IA www.indeed.com Efficiently executes merchandising operations to ensure consistency with product sets and signage displays in the store and when necessary across a group of stores in a Market or District. Ensures the health, welfare and proper care of all live animals. Reduces time spent on merchandising processes due to an increased familiarity of sets. Assists in the receiving of merchandise to and from the store and ensures that all merchandise is properly stocked and priced, and provides guest service, as necessary. 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 skills.

Utility Person DART Des Moines, IA www.ridedart.com The primary purpose of this position shall be to steam clean engines, transmissions, radiators and areas around the wheel wells on bus fleet. Secondary responsibilities will be to act as a substitute for the tire person and all building and grounds employees in their absence if longer than a week. Raise buses, trucks and other automotive vehicles using hydraulic jacks; unbolt wheels using air impact gun and hand tools; separate flat tire from wheel; locate puncture; remove foreign object causing puncture and patch with plug, inflate and reinstall on vehicle. Rotate tires on buses placing new tires on front and recapped tires on rear. Respond to road calls for tire failures. Cleans administrative offices and maintenance areas, storage barn, bus shelters, lawn care work and snow removal. Minimum Qualifications – Any combination of education and experience that would provide the required knowledge and abilities is qualifying. Prior Experience: One-year experience performing tire work in a shop environment. Prior Education: High school diploma or equivalent Special Requirements: No attendance problems within the last two years, nor disciplinary problems within the last year and be able to work effectively with all Maintenance Department employees and management staff. Possession of a valid IOWA driver license is required. A drug test and pre-employment examination is required. Subject to random alcohol and drug testing.

Paratransit Operator P/T DART Des Moines, IA www.ridedart.com The Des Moines Area Regional Transit Authority (DART), the largest public transit agency in Iowa, is hiring Paratransit Bus Operators. We are looking for people who want an opportunity to give back to the



community, have great customer service skills, and have the ability to work flexible schedules. If you don't have a CDL or bus operator experience, you are still encouraged to apply. DART will provide training to those who are a good fit, and we will pay you while you train. The right candidates will have excellent work history, ability to communicate clearly and effectively, and the desire to work with people. Paratransit Bus Operator Job Summary: To operate wheelchair accessible mini-buses, transit authority vans and other vehicles safely and effectively; to provide essential transportation service to children, elderly and/or passengers with disabilities; the reporting of mechanical, traffic or behavioral problems encountered; to maintain positive public relations with a broad range of passengers in the provision of ongoing transportation services. 21 years of age or older Must possess a High School Diploma/GED or equivalent. Possess (or be able to earn) a valid Iowa CDL w/Air Brake and Passenger endorsements. Physical exam and drug screen required. Must maintain driver insurability standards. Job related experience is preferred. Ability to understand and navigate the city, suburbs and county streets and landmarks

Automotive Receptionist - Part Time and Evenings Shottenkirk Ford of Indianola - Des Moines, IA www.indeed.com Calculate the customer's bill using the dealership's computer system Receive cash, checks and credit card payments from customers and record the amount received on the repair order and/or counter ticket. Make change accurately and issue receipts to customers. Ascertain and record totals of counter tickets and repair orders, sales deposits and verify against all cash, checks and credit card payments on hand at end of shift (including excel worksheet of service and parts invoice totals) (add credit card slips to balance to batch totals) (communicating any discrepancies) (put repair order, counter tickets or stock numbers on credit card slips or checks) (putting repair orders and counter tickets in order by number). Verify parts and service invoices to batch posting report must account for all invoices closed from the prior day. Process internals daily. Guarantee all checks in accordance with the company policy. Answer phones and direct consumer to the proper department and follow up in a timely manner. * Handle customer complaints diplomatically and refer complaining customers to the appropriate individual for resolution. Must follow all company safety policies and procedures. Promptly and efficiently answer multi-line switchboard and transfer calls. Check with Management at the end of each shift before leaving the dealership to make sure they do not need anything additional. Filing (Service Repair Orders, Parts Counter Tickets, Car Deal Files, Hard Copies) Perform any other special duties as requested by Dealer and other Managers. Regular attendance consistent with attendance policy. Able to have a flexible work schedule, including all holidays Job/Education Requirements: High school diploma. Ability to read and comprehend instructions and information. Excellent oral communication skills. Professional personal appearance. Ability to communicate customers' interests needs and requests to management and sales personnel. Able to work a flexible schedule

Broadband Specialist I Mediacom Communications Des Moines, IA www.indeed.com General Responsibilities: 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.

Cook Calvin Community - Des Moines, IA www.indeed.com Requirements: Must be knowledgeable of dietary policies and procedures Must demonstrate familiarity with all applicable federal, state and local regulations and standards Must be able to work effectively in a diverse, collaborative and team-oriented culture Fluent in written and spoken English Must possess a strong customer service focus Must demonstrate tact, patience, enthusiasm and a cheerful disposition when working with residents and family members Ability to maintain resident and employee confidentiality consistent with all applicable government regulations including HIPAA. Must be available to work overtime when needed. Must be computer literate Must be able to pass a criminal background check, drug test, pre-employment physical and tuberculosis screen required education: High school or equivalent required experience: Hotel or Institutional Cooking: 1 year Required license or certification: ServSafe

Resident Assistant - Douglas & Ankeny Home, Full Time NOC ChildServe Des Moines, IA www.indeed.com Responsible for supporting the children and young adults with daily living and encouraging their independence. Works in cooperation with the Supervisor or designee, therapists and other professional staff, nursing staff, and families in program development. Education Requirements: High School / GED. Experience Requirements: Previous work with children or adults with disabilities preferred. Must be 18 years of age or older. Must be willing/able to become an approved driver for ChildServe. CNA, CMA, or Med. Manager Certifications helpful.

GENERAL CLEANER PT (OPERATIONS) Marsden Bldg Maintenance, L.L.C DES MOINES, IA www.indeed.com Job Skills / Requirements GENERAL CLEANING, MOPPING, DUST MOPPING, VACUUMING, SPOT CLEANING GLASS, DUSTING, ETC. This is a Part-Time position 2nd Shift.

Dietary Aide The Bridges at Ankeny Ankeny, IA www.indeed.com Dietary Aides are responsible for assisting in the preparing and serving meals and snacks throughout the facility. Responsible for performing various duties in and around the kitchen, including preparation of various portions of meals, presentations of food and delivery of food. Responsible for sanitary condition of tableware and working area, delivering and collecting food in and around residents' rooms. Education and Experience High School Diploma or equivalency (preferred). License/Certifications CPR Certification (preferred).



Data Entry Clerk Annexa Inc. - Des Moines, IA www.indeed.com Annexa is currently working with the Iowa Department of Public Health we are seeking a Data Entry Clerk to build profiles of approximately 900+ EMS Service Providers in the State of Iowa into the Health Alert Network (HAN). A new Application has been developed and this data needs to be entered manually as it did not migrate into the new system. The project management side consists of matching data from the legacy system to the new system and managing efforts to enter the data into the new system. Required Skills: Experience entering large volumes of data Experience validating data between two systems Experience creating user accounts or other system administration

Guest Service Representative - Front Desk Residence Inn Des Moines, IA www.indeed.com The Residence Inn by Marriott Des Moines Downtown** is seeking positive, energetic, and driven individuals to become a part of our team. At Residence, we don't see the guest as a transaction, we acknowledge them as a part of our community. Our team is seeking qualified individuals to ensure that our unique brand of hospitality is delivered flawlessly, every time.

Receptionist Mediacom Communications Corporation Des Moines, IA www.indeed.com Greets visitors, providing appropriate information. Operates telephone switchboard to relay incoming, outgoing and intra-system calls. Performs related work as required. Sits in one location for extended periods of time. May maintain a log of visitors. May perform routine clerical work, including typing various correspondence PREFERRED EXPERIENCE/SKILLS: A high school diploma or equivalent. Requires a special knowledge of function, work and flow of work in area of assignment acquired only through on-the-job experience. A general knowledge of simple clerical routines and use of office equipment. Ability to interact with the public, either on the telephone or in personal contact. Effective interpersonal and communications skills.

Barista and Cashier Twisted Bean Coffee Company Urbandale, IA Experience is preferred, but not necessarily required ~ willing to train the right candidate. Must possess excellent communication skills, have a positive/friendly attitude, a desire to provide outstanding customer service, and can work independently and in a team environment. The position is extremely fast paced and includes making coffee drinks, customer service, and cash/credit transactions. Candidate must be willing to be flexible and wants to work in a fast paced environment. Looking for someone who possesses the following skills: must have reliable transportation flexibility with scheduling is required, including holidays required education: High school or equivalent required experience: Cashier: 1 year Customer Service: 1 year Barista: 1 year

Administrative Assistant Part-Time Kohl's Corporation West Des Moines, IA www.indeed.com Responsible for ensuring day-to-day communication from Corporate is directed to the appropriate Executive and/or Associate, maintaining Associate information, timekeeping and scheduling systems, reporting total store payroll, and other functions as directed by the store management team. "Smiles and Says Hi!" Contributes to customer oriented atmosphere within store by smiling and saying hi to all customers and Associates encountered. Encourages others to smile and say hi. Adheres to the "Yes We Can" policy and efficiently resolves customer's questions and requests. Supports fellow Associates through Yes We Can actions and behaviors.



(i.e. team lifts of heavy packages, supporting fellow teammates needs/requests as appropriate.)
Required Qualifications Prior Administrative experience in a general office, in expense control or in human resource administration. Job Requirements: Ability to lift up to 40 pounds on a frequent basis. Physical activities may include holding a scanning gun; keying and processing register transactions; lifting and bagging merchandise; bending, stooping and reaching on a frequent basis. Ability to maintain a high level of confidentiality.

Receptionist- Mercy East Family Practice and Urgent Care- FT Catholic Health Initiatives Pleasant Hill, IA www.indeed.com Under direct supervision, Receptionist is responsible for performing a variety of general administrative support duties associated with the patient intake process and performs routine duties within the clinic. Certifications High school diploma or equivalent required.

Standardized Patient (SP) Part-time Des Moines University Des Moines, IA www.indeed.com Portrays a patient with a specific illness by simulating the physical conditions and emotional personality characteristics consistently and accurately in a standardized way. This is done during medical and mental health scenarios that teach and assess clinical and interpersonal skills of learners in a safe and controlled environment. Responsible for memorizing a script and recalling actions performed by learners in order to document performance and rate skills of each learner consistently and accurately. Qualifications/Education and/or Experience: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. EDUCATION AND/OR EXPERIENCE High school degree or equivalent. Experience in portraying and/or ability to portray person/s other than him/herself effectively in a standardized, accurate, and consistent manner. Able to maintain and preserve confidentiality. Must be comfortable having repeated physical examination maneuvers performed on self.

Grill Cook Sodexo Inc. Des Moines, IA www.indeed.com Job Overview: The Food Service Worker may work anywhere on property where food is prepared. This person will assist in setup and serving of food from counters and steamtables. Duties will include cleaning and sanitizing equipment and work stations. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements. Job Qualifications: Experience/Knowledge: High School diploma, GED, or equivalent experience. No previous work experience required.

Administrative Assistant Red Settlement Services - West Des Moines, IA www.indeed.com RED Settlement Services is seeking a talented, growth based individual for the Administrative Assistant role in our growing office. The ideal candidate is positive, outgoing, learning based, a strong communicator, detail oriented, tech savvy and proficient with technology, including Microsoft Office. The Administrative Assistant is geared towards being responsible for data



input of sales data for agents in a fast paced and highly productive office. It's a critical part of the leadership team, and will have opportunities for personal and professional growth.

Customer Service Representative Alorica Des Moines, IA www.indeed.com KEY JOB RESPONSIBILITIES Talks to customers over the phone, email, online chat or social media to resolve their questions or concerns Maintains and updates customer information as necessary Calmly attempts to resolve and de-escalate any issues Escalates calls to supervisor when necessary and appropriate Responds to requests for assistance and/or possible processing of credit card authorizations Tracks call-related information for auditing and reporting purposes Provides feedback reports on call issues related to downtime and/or training issues Upsells to customers as necessary JOB REQUIREMENTS Minimum Education and Experience: High School Diploma or GED required; college degree preferred Customer service experience a plus Phone-related customer service a major plus Familiarity with Microsoft Windows, Word, and Excel applications Bilingual language skills a plus

Data Processing Clerk 1 Wells Fargo Des Moines, IA www.indeed.com As a Data Processing Clerk, your primary responsibility is the data entry of miscellaneous customer information that includes check dollar amounts and invoice data. Team Members must maintain an established productivity standard for amount of keystrokes entered per hour and a high quality standard for volume of transactions before an error occurs. Duties may also include: miscellaneous mailroom support including dispatch, logging, and mail sorting, extracting lockbox payments, verifying data on payments and accompanying documents, or processing according to a customer's detailed instructions. Team Members must understand the workflow, deadlines and requirements for each individual customer. Team Members will train to be able to assist in other departments as needed and perform other duties as assigned. *Candidates will be required to pass a virtual Alpha Numeric Skills assessment. Required Qualifications 6+ months of data entry experience Desired Qualifications/ Experience meeting departmental, pre-established, and data entry quotas Good problem solving skills Ability to navigate multiple computer systems, applications, and utilize search tools to find information Ability to follow specific guidelines Strong alpha-numeric data entry skills Solid problem solving skills Ability to work effectively under direct supervision and follow specific guidelines Lockbox experience

Receptionist- MERCY GYNECOLOGIC ONCOLOGY- FULL-TIME Catholic Health Initiatives Des Moines, IA 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. Education HSD:

Afternoon Receptionist Hearst Television Inc. Des Moines, IA www.indeed.com

Job Responsibilities: Welcomes visitors by greeting them in person or on the telephone; answering and/or referring inquiries. Provides information to viewers in a professional manner. Directs visitors and maintains the employee and department directories; giving instructions. Maintains security by following procedures; monitoring guest logbook; issuing visitor badges. Maintains safe and clean reception area. Maintains continuity among departments by documenting and communicating actions. Contributes to team effort by accomplishing related results as needed. Coordinates the pick-up and delivery of express mail services and USPS mail. Required Skills Excellent Communication Skills - whether in person or on the telephone. Customer Focus - professionalism in handling client inquires/requests. Organization Skills - ability to handle pressure and multiple tasks. Prefer familiarity with the Cisco switchboard console. Microsoft Office and general computer skills. Education: College degree, or equivalent work experience Required Experience Previous Customer Service or Receptionist experience preferred

Custodian EMCOR Des Moines, IA www.indeed.com Custodian Job Summary:

Operationally responsible for the all daily cleaning tasks at the client site. Respond to client's daily requests. Essential Duties and Responsibilities: Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Gather and empty trash. Take to designated dumping area. Service, clean, and supply restrooms to include but not limited to cleaning toilets, urinals, sinks, fixtures, floors, trash, lockers etc. Qualifications: HS Diploma, Valid DL and appropriate certifications for equipment operated. Varies per location. Ability to comprehend instructions and understand all Safety rules

Fulfillment Center Pharmacy Support - PT Hy-Vee, Inc. Des Moines, IA www.indeed.com Hy-Vee's new Pharmacy Fulfillment Center has openings for part-time Pharmacy Support. Hours are negotiable. The new facility will have operational hours of 1:30 p.m. – 11:00 p.m. Initially, the majority of hours will be worked Sunday – Thursday. Place prescription containers into a bag or sack for delivery to the patient or retail pharmacy, once accuracy has been verified by a pharmacist. Stocks received product and supplies and marks stickers accordingly. Orders product and supplies at the department managers request. Cleans, empties garbage, etc. Maintains strict adherence to department and company guidelines related to personal hygiene and dress. Keeps pharmacy supplies well stocked. EDUCATION/EXPERIENCE REQUIRED: High school diploma or equivalent.