



## Sample Job List Week May 22 – May 26

\*\*\*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 Generalist** - Fulfillment Center Hy-Vee Urbandale IA [www.indeed.com](http://www.indeed.com) General Function: Receives product, verifies invoices, delivers product to the appropriate department in a prompt, efficient, friendly and safe manner. Uses forklifts (electric and manual) to unload trucks and place in backroom. Unloads products from truck and ensures placement in a non-intrusive area. Protects cold food chain and integrity of product. Scans product or works with scanning coordinator (bas unit product into the system). Education and Experience: High School or equivalent experience. Six months to one year of similar or related experience. Supervisory experience preferred.

**Load Puller** Job ID 1206269BR Lowe's West Des Moines, IA [www.indeed.com](http://www.indeed.com) Position Description Support delivery activities including inspecting and preparing merchandise and loads for delivery, unloading, installing, and checking appliances and store equipment, and providing excellent customer service by greeting customers and assisting customers in locating, selecting, demonstrating, and loading of merchandise. Preferred Qualifications 3 months experience operating forklift/power equipment such as lifts, order pickers, and similar equipment. 6 months experience performing in-home delivery OR retail customer service.

**Warehouse/Delivery Driver** Pittsburgh Glass Works Des Moines, IA [www.indeed.com](http://www.indeed.com) PGW Auto Glass, LLC a large automotive aftermarket distributor has immediate openings for both full-time and part-time Warehouse Workers/Delivery Drivers at their distribution satellite in Des Moines, Iowa. Job Description: Manually loads, unloads and stocks automotive glass parts Operates warehouse equipment including a fork lift to perform the shipping, receiving, restock, and hauling activities of the product Loads delivery vehicles Delivers the correct order to the customer in a timely manner Previous forklift and warehouse experience is preferred Previous customer service and/or route delivery experience is preferred. Must have high school diploma or equivalent. Must be reliable/dependable Must have an excellent driving record Must consent to a background screen which includes a motor vehicle record check and successfully pass an intoxicant screen.

**Warehouse Selector** PM Doll Distributing LLC - Des Moines, IA [www.indeed.com](http://www.indeed.com) Doll Distributing LLC has an immediate need for several full-time Case Pickers to join our Night Shift Warehouse Team. This position is responsible for accurately locating and picking product to fill customer orders for loading on delivery trucks. We are looking for a safety conscience, self-starter with exceptional accuracy and efficiency who wants to be part of an exciting team. Hours: Sunday - Wednesday; starting at 4:30PM HS Diploma/GED Minimum 18 years of age Previous order picking and pallet jack experience desired Steel-toed shoes Ability to move/lift up to 50 lbs. comfortably Ability to become forklift/pallet jack certified, if needed



**Warehouse Worker**- 1st Shift 2nd Shift Owens & Minor Des Moines, IA [www.indeed.com](http://www.indeed.com) Puts away product in proper locations using a turret truck or reach truck. Selects items for customer orders using an order picker machine and voice pick system, delivers them to the staging platform in a manner that meets company standards for productivity, accuracy, and safety. Ensures the accuracy of all shipping/receiving documents and gathers and maintains all data and records relative to shipping/receiving activities. Assures that shipping/receiving counts match picking/purchase order documents and assists in resolving any discrepancies. Collects all documentation for outbound freight and ensures all documents including receiving paperwork are filed appropriately. Pick orders to be shipped as needed, ensure proper labels and paperwork have been applied before shipping and examine outgoing shipments to ensure shipments meet specifications. Education and experience required: General knowledge of a variety of basic topics, such as math, reading, basic accounting, typing, etc. Equal to a high school diploma. Prior experience working in a distribution center a plus. Warehouse Certification and Operations Certification also a plus. Must be willing to learn WMS Technology. Must successfully pass pre-employment drug screen and background check.

**Warehouse Generalist** Lomar-1st Shift Hy-Vee, Inc. Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsible for the selection and stacking of merchandise on pallets to be shipped to retail locations. Prepares orders by accurately selecting ordered items via a voice automated selection system and palletizing items for shipment. Must be able to assist in all areas of the warehouse including but not limited to order selecting, loading, receiving and replenishment. Knowledge, Skills, Abilities and Worker Characteristics: Must have the ability to meet language and hearing capabilities for voice automated selection. Must have the ability to follow one or two-step instructions; routine, repetitive tasks. Must be able to perform addition, subtraction, multiplication, and division. Upon certification, must safely operate both single and double pallet jacks, forklift, and stock picker. Ability to handle multiple projects with good attention to detail. Education and Experience: High School diploma or equivalent.

**Delivery Driver** American Tire Distributors Des Moines, IA [www.indeed.com](http://www.indeed.com) Position Description: The primary role of the Delivery Driver is providing timely transportation of products from origin to destination as assigned, along with unloading and staging products at customer's place of business, ensuring that all required administrative paperwork is available for inspection and that appropriate paperwork accompanies delivery, maintaining professional representation of the Company in all interactions with customers and through responsible driving, while providing excellent customer service and building strong customer relationships, maintaining all required records and logs for compliance with state and federal regulations, drivers must abide by all Company safety policies as well as state and federal transportation regulations and occasionally operating powered industrial vehicles such as forklifts, pallet jacks, order pickers, etc. Experience(s) that Best Prepares You: Must be 21 years of age Must possess valid Class "C" driver's license, or such other proper license classification as to the above qualifications required by the Department of Transportation in conjunction with vehicle weight



Education: High School Diploma or GED Experience: Prior work experience sufficient to work under general supervision

**Warehouse / Delivery** M-F 8-5 SouthernCarlson - Des Moines, IA [www.indeed.com](http://www.indeed.com)  
SouthernCarlson, Inc. is seeking a warehouse associate/delivery driver to join our small team of successful employees in our Northwest Des Moines area branch. Ability to lift up to 100 pounds and a good driving record is needed. Ability to operate a forklift is preferable but not necessary as training can be provided. Shift is daytime hours Monday through Friday. Bilingual English/Spanish is a plus, but not necessary. Required license or certification: Driver's License

**Warehouse Selector** - Full Time Job ID 43502 Sysco Iowa Ankeny, Iowa [www.indeed.com](http://www.indeed.com)  
Position Summary: This is a warehouse position responsible for operating an electric pallet jack or forklift, selecting the correct products from warehouse racking, labeling product using SOS label technology, palletizing product as it is selected to build customer orders and delivering product to the dock in a safe and efficient manner. This position requires working 6:00 p.m. until end-of-shift until all product is accurately selected and loaded. Overtime hours and working weekends and holidays are required in order to successfully fill customers' orders. Job requires working in areas with temperature and humidity variations based on local weather conditions, and on selecting environment (Dry, Cooler, and Freezer). Qualification: 18+ years of age Pass pre-employment testing (Drug Screening, Background Check, Physical Abilities Test). Preferred Qualifications: High school diploma or General Education Development (GED) or equivalent 3 months' warehouse experience 3 months' experience operating an electric pallet jack or forklift. Previous experience at Sysco or in foodservice industry

**Transporter - Driver** Part time Hertz Local Edition Ankeny IA [www.indeed.com](http://www.indeed.com) The general responsibilities will include but are not limited to; Transports vehicles from Hertz Local Edition offices to various locations. Will pick-up and drop-off customers as required. Must interface with vendors such as body shops, dealerships, and insurance agents. Maintain courteous and professional behavior & appearance. Follow all company safety policies and procedures and protect company assets. Ability to work with minimal supervision while maintaining high energy. Mandatory Requirements: Educational Background: High School Diploma, GED or Equivalent Experience. Skills: Valid driver's license. Must be at least 20 years of age Flexibility in scheduling which may include night's weekends and holidays

**Healthcare Laundry Worker** UPH – MHTS Aramark Des Moines, IA [www.indeed.com](http://www.indeed.com) Job Duties could include any of the following: Sorts soiled linen into designated classifications Operates automatic cart washer as required. Operates flatwork ironer, small piece folders and fold linen following predetermined reasonable expectations. Removes linen carts from cart washer exit. Processes specialty items for hospital users. Ensures all linen meets the quality standards designated by specific customers. Identifies each linen distribution cart with proper name tags and covers all linen carts prior to shipment; assists truck driver to load the truck. Responsible for performing assigned tasks in an efficient and safe manner.



Responsible for quality control on assigned tasks. Any questions should be referred to the lead supervisor. Informs lead supervisor on level or quantity of supplies. Responsible for cleanliness and maintenance of work area. Responsible for following proper safety policies and procedures at all times. Qualifications: 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: Previous experience in a high production laundry preferred. Ability to work as a team member, creating and maintaining effective working relationships. Must possess strong attention to detail Ability to multi-task. Ability to understand and apply guidelines, policies and procedures. Ability to communicate effectively verbally. Ability to deal with others effectively Physical ability to carry out the duties of the position including, but not limited to repetitive motion and standing for long periods of time. Ability to operate related equipment. Ability to organize work.

**Donor Center Technician (39788)** Grifols Des Moines IA [www.indeed.com](http://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. Learns and maintains through familiarity and compliance with all state and federal regulations, U.S. Food and Drug Administration (FDA)-approved Standard Operating Procedure Manual, Occupational Safety and Health Administration (OSHA), Clinical Laboratory Improvement Amendments (CLIA), Current Good Manufacturing Practice (cGMP) and internal company procedures. Maintains and ensures proper sanitation and cleaning of equipment and work areas between donors. Education High School diploma or GED. Obtains required state licensures or certifications where applicable. Experience typically requires no previous related experience.

**Housekeeping & Laundry Staff** - The Rehabilitation Center of Des Moines Des Moines, IA [www.indeed.com](http://www.indeed.com) The Housekeeper is responsible for performing the day-to-day activities of the Housekeeping Department in accordance with current federal, state, and local standards, guidelines and regulations governing our facility, and as may be directed by the Administrator, and/or the Director of Housekeeping, to assure that our facility is maintained in a clean, safe,



and comfortable manner. Daily Functions Ensure that work/cleaning schedules are followed as closely as practical. Coordinate daily housekeeping services with nursing services when performing routine cleaning assignments in resident living and/or recreational areas .Perform day-to-day housekeeping functions as assigned. Qualifications must be able to read, write, speak, and understand the English language. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public. Must maintain the care and use of supplies, equipment, etc., and maintain the appearance of housekeeping areas, must perform regular inspections of resident rooms/units for sanitation, order, safety, and proper performance of assigned duties. Must be willing to work harmoniously with other personnel as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.

**Administrative Office** PHC Req # 2017079 Primary Health Care Des Moines, IA [www.indeed.com](http://www.indeed.com) Responsible for providing excellent customer service to external and internal customers. Serves as first point of contact for customers in person and via phone and routes customers appropriately. Provides administrative support for Administrative Office staff. Minimum qualifications include high school diploma or equivalent, two years' experience in a similar role, and proficiency using a computer and multi-line phone system.

**Appointment Center Specialist** The Iowa Clinic, P.C. - West Des Moines, IA [www.indeed.com](http://www.indeed.com) Answers patient calls from the incoming multi-line telephone system and schedules appointments for various primary care clinic locations, directs calls or submits electronic tasks to specific clinic teams. Excellent Customer Service Skills required. Previous medical office experience preferred. Required education: High school or equivalent

**Billing Assistant** Q3 Contracting Des Moines, IA [www.indeed.com](http://www.indeed.com) Essential duties and responsibilities Fully responsible for accurate coding, entry and final review of weekly invoices within given deadlines Organize completed work orders according to specific processes established for each customer Communicate directly with Q3 field managers to resolve issues pertaining to completed work orders Comprehensive understanding of various divisions within each customer for accurate distribution of invoices Insure accurate and timely entry of completed progress report information in Trax Perform additional duties as required Can function as backup to Receptionist when required. Qualifications/Education/Experience: Excellent analytical and organizational skills Excellent verbal and written communication skills Excellent customer service skills Ability to deal with frequent changes, delays or unexpected events Ability to identify and resolve problems in a timely manner Ability to coordinate multiple projects simultaneously Language skills: English required. Spanish a plus. Required experience: Accounts Receivable: 1 year

**Teller** Community State Bank Des Moines, IA [www.indeed.com](http://www.indeed.com) The primary responsibility of this position is to conduct financial transactions between customers and the Bank. Tellers handle routine customer inquiries and problems. Duties include, but are not limited to providing prompt, courteous, and excellent service to internal and external customers at all



times. This includes an obligation to actively cooperate and interact with other departments and facilities. Maintain a strong professional demeanor. Ability to operate a computer and knowledge of various software applications. Excellent verbal and written communication skills a must. High school diploma or equivalent required. 1-2 years previous bank teller and/or cash handling/customer service experience preferred.

**Administrative Assistant** Parkstone Wealth Advisors - West Des Moines, IA [www.indeed.com](http://www.indeed.com)  
Parkstone Wealth Advisors, a private wealth advisory practice of Ameriprise Financial Services, Inc., is searching for a full-time Administrative Assistant. The ideal candidate will be responsible for handling front office reception and administration duties for a wealth advisory team, including answering incoming phone calls, greeting clients, inputting data, scanning documents and maintaining an efficient office environment. Strong computer skills are a must, and Excel experience is a huge plus! Route calls to the appropriate team member. Greet clients as they arrive for meetings Provide assistance with data entry into Excel spreadsheets Scan and file documents Maintain office supplies Open and distribute mail. Assist with projects.  
Qualifications: Friendly, professional phone manner Positive attitude and expressions Organized & great attention to detail Strong computer and MS Office skills, including Excel Experience as an Administrative Assistant or Receptionist is a plus

**Caregiver/Personal Assistant** Visiting Angels Des Moines, IA [www.indeed.com](http://www.indeed.com) Are you an experienced Caregiver or CNA looking for an opportunity to work with America's leading choice in homecare? Visiting Angels is looking for a few Professional Caregivers or CNA's! We are looking for a qualified, reliable, compassionate caregiver and or Certified Nursing Assistant with a desire to make a meaningful difference in someone's life. We are continuing to grow at a rapid pace. As a result, you will have the opportunity to be promoted to a scheduler, training coordinator or office manager. We cover Des Moines and the surrounding area. What we are looking for in a caregiver: Preferred a high school diploma or equivalent Preferred CNA, HHA, PCA, GNA, LPN, or RN Positive attitude, great communication skills, and able to work independently Solid personal character with empathic personality Able to read, write and converse in English 1+ year minimum caregiving/nursing field Legally able to work in the United States Valid Driver's license and insured automobile Must be able to pass both criminal background checks and drug screening Must have two professional references validating caregiving experience

**Construction Laborer** Carey Cleaning Solutions - Des Moines, IA Carey Cleaning Solutions is a well-established Des Moines company with over 50 years' experience. We are a specialized cleaning contractor. Our cleaning processes involve pressure washing, dry ice blasting, soda blasting, and chemical cleaning, etc. We are looking for a full-time employee to join our Specialized Cleaning crew. This is a short-term position with the opportunity to become a permanent long-term position based on performance during our current project. Driver's License required. Required experience: Construction: 1 year





**House Cleaner Housekeeping** CottageCare - Des Moines, IA [www.indeed.com](http://www.indeed.com) 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

**Housekeeping** Prairie Vista Village - Altoona, IA [www.indeed.com](http://www.indeed.com) Position overview: This position must provide a clean, sanitary, comfortable, orderly and satisfying surrounding for the residents, employees and the public. The housekeeper promotes sanitary conditions which prevent the spread of infection and odors. She/he may be required to perform tasks, which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The housekeeper must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids containing blood in accordance with OSHA blood-borne pathogen standards. Position qualifications: Must be at least 18 years of age, with a high school degree or equivalent GED preferred. Experience is helpful but not necessary

**Administrative Assistant/Receptionist** Voss Distributing Des Moines, IA [www.indeed.com](http://www.indeed.com) The purpose of the Administration Assistant/Receptionist position is to assist with the day-to-day functions of daily operations with a focus on customer service and inventory. Project a professional company image through in-person and phone interaction. Greeter Filing Inventory Control Qualities and Experience. Detail Oriented Accurate Excellent phone and customer service skills Proficient with Microsoft Office Ability to troubleshoot and resolve errors 2 years in a similar role preferred Accounting background preferred

**Dental Front Office** Dental Impressions - Ankeny, IA [www.indeed.com](http://www.indeed.com) This position requires an outgoing and friendly person who can handle the responsibilities of our front office, help our patients feel comfortable, and deliver excellent customer service. Qualities this candidate must possess include excellent communication, computer, organizational, and multi-tasking skills. Dental experience is preferred and includes scheduling, insurance and payment processing, discussing treatment with patients, and managing patient accounts and billing. Required education: Associate= Required experience: Dental: 2 years

**Administrative Assistant** Part-time Sweers Family Chiropractic - Clive, IA [www.indeed.com](http://www.indeed.com) Responsible for a wide range of administrative and office support activities including insurance processing, customer service, scheduling and bank deposits. Open clinic as scheduled arriving 15 minutes prior to open time. Represents the office to each caller and visitor as well as at networking/marketing events. Answer incoming call and facilitate patient scheduling, including monthly reminder calls and reactivation calls. SKILLS: Excellent customer service and communication skills. Self-motivated with the ability to work independently. Proficient with MS Office including Publisher, Excel and mail merge functions. Proficient computer and keyboarding skills. Eagerness to learn about chiropractic care. Required education: High school or equivalent required experience: Administrative Assistant: 1 year



**Lead Concierge** Edgewater (200056.1) WesleyLife West Des Moines, IA [www.indeed.com](http://www.indeed.com) The Lead Concierge has the opportunity to directly impact the success of our community by providing a high-end customer service experience for our residents and guests. A positive, uplifting and can-do attitude are absolutely essential to your success as our Lead Concierge. In this position, you will serve in a supervisory role to train and lead your team to the highest standard of hospitality. You will have the opportunity to proactively address the needs of our customers and use your creative customer-service skills to "wow" people. Your attention to creating a delightful customer experience will be evident through your phone contact, in-person services for guests, residents, clients and team members, as well as in your attention to detail as you respond to a variety of requests. This role requires excellent communication skills and the ability to compassionately put other first. Energy and passion for our mission is essential. Excellent computer skills and experience with Microsoft Office products is required. Two years of concierge experience preferred.

**Dispatch Assistant** Dohrn Transfer Company Des Moines, IA [www.indeed.com](http://www.indeed.com) Essential duties: Prepare paperwork for launching drivers Answer phone calls regarding tracing, pickups, driver communication, customer service Provide clerical support for Dispatch. Complete daily reports for OS&D, payroll, driver hours, and attendance Contact customers to schedule appointments, residential, and driver collect/COD shipments Communicate with customers concerning Dispatch adjustments, deadlines, and concerns other duties as needed. Minimum requirements: High School education or equivalent Computer skills including Microsoft Office Data entry, typing experience preferred Detail-oriented Good communication skills- verbal and written excellent customer service skills Problem solver, self-motivated. Ability to work in a team as well as individually excellent attendance Required education: High school or equivalent. Required experience: LTL Trucking: 1 year Administrative Support: 1 year

**Warehouse / Material Handler** State Steel Supply Co. - Des Moines, IA [www.indeed.com](http://www.indeed.com) State Steel Supply Co. has an immediate opening for a General Laborer/Warehouse at our Des Moines, IA location. The Laborer position performs tasks involved in the production of the company's products including, metal sheets, rods, coils, rounds, and beams. The position follows standard work methods and practices safe work habits to ensure production is as efficient and safe as possible. Secondly, The Laborer/Operator employee may utilize heavy equipment such as overhead cranes and forklifts. This position also is responsible for the general maintenance and cleanliness of the warehouse and machines.

**Dock Worker/Forklift Operator** Old Dominion Freight Line - Ankeny, IA [www.indeed.com](http://www.indeed.com) This role will successfully load and unload freight throughout the shift using a forklift or manually in a safe, efficient manner. Will perform work associated with warehousing, material handling, and other related duties as assigned. Would have flexible scheduling availability to include third shift, evening, weekend, and some holidays. The Dock Worker is critical to the accurate delivery of our customer's freight. Qualifications: High School Degree or equivalent preferred. Must be able to read, write and speak English Previous forklift experience a plus Able to complete company and governmental forms and comprehend written company policies and





governmental regulations. Ability to properly operate hand held mini-computer when needed. Must be able to have a flexible work schedule in order to meet customer pickup and delivery schedules

**Warehouse Team Member** | Interstate Batteries Urbandale IA [www.indeed.com](http://www.indeed.com)

Responsibilities: Perform all warehouse jobs including: Receiving, Put-a-ways, Picking, Replenishments, Packing, Palletizing, and Shipping. Ensures continuous process improvement Designs warehouse layout to maximize space utilization, productivity and safety Manages inventory quality and accuracy assurance program Coordinates physical inventory process and cycle counts Develops stock location and order picking strategies to optimize work flow, space utilization, and labor productivity Responsible for the physical custody and overall safeguarding of the inventory Process inbound receiving of containers or full truck, truck pallet shipments, and small parcel shipments Assist with deliveries Qualifications: Minimum 3 years warehouse operations experience including inventory control procedures and inventory/ accounting relationships Electrical experience or apprentice preferred Strong written, interpersonal and verbal communication skills Strong organization and time management skills and able to work under pressure Working knowledge of carrier operations, shipment routing and distribution methods Understanding of state, federal and interstate commerce regulations Strong computer skills (Microsoft products preferred) Have keen understanding of hazardous shipping laws and requirements Should be able to lift a minimum of 50 pounds repetitively and be able to drive a forklift. Must have a clean driving record (a CDL or desire to obtain a CDL is preferred)

**Inventory Control Coordinator** Tracking Code P-12009068 Hussmann Corporation Urbandale, IA [www.indeed.com](http://www.indeed.com) Job Description Oversees and performs all receiving, storage and staging of inbound freight. Verifies accuracy of inventory through cycle counting and overall process management. Maintains proper stocking levels to conform to current lean inventory practices. Plans out all warehouse activities in relation to company objectives and set targets. Maintain housekeeping of warehouse and surrounding area. Perform accurate record keeping of inventory in warehouse. Performs all return material authorizations, freight claims and warranty duties. Assists in loading and unloading trucks. Assists in annual physical inventory. Additional responsibilities as assigned. Required Skills: High School Diploma or equivalent required completion of administrative and/or computer courses preferred Ability to successfully manage multiple, competing priorities/task in a fast-paced work environment. Strong communication skills, verbal and written, required. Intermediate to advanced proficiency in Microsoft Office Suite. Strong organizational, time management skills. Flexibility to work outside normal working hours, as required. Working knowledge of basic refrigeration and/or knowledge of commercial refrigeration and HVAC is preferred. Flexibility to work outside of normal work hours, as needed. Working knowledge of service agreements and Microsoft Office Products is required. Forklift Certified.

**Dock Worker** (Part-Time) Requisition Id: 23352 Des Moines, IA [www.indeed.com](http://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.

**Yard Associate** - Full-Time Mills Fleet Farm Ankeny IA [www.indeed.com](http://www.indeed.com) Yard Associates are responsible for assisting customers in the loading of merchandise into their vehicles. Yard Associates are also responsible for the safe loading/unloading of trailers, retrieving product for store departments, and maintaining a neat and organized yard/warehouse. Job Requirements for this position are: Must be at least 18 years of age Have obtained a high school diploma or GED Prior experience and/or training is preferred Must be able to obtain a valid Mills Fleet Farm forklift license and be able and willing to operate forklifts in a safe manner at all times. Use of a forklift will require repetitive foot movements in order to manipulate the forklift controls. Able to add, subtract, multiply, and divide in all units of measure Familiar with basic computer functions Possess strong interpersonal and communication skills.

**Administrative Assistant** Orchard Place Des Moines, IA [www.indeed.com](http://www.indeed.com) The Administrative Assistant is important to the efficiency and effectiveness of the administrative team by providing support to physicians and nurse practitioners. The Administrative Assistant: Provides support for telehealth providers, including vitals with client and patient support and follow up. Take phone messages and script refill requests, convey these messages to the physician or nurse practitioner, provide feedback to the client at the direction of the physician or nurse practitioner. Track and call for labs as requested by the physician and nurse practitioner.



Complete prior authorizations for client insurance requests. Position Requires: High School diploma CMA or CNA preferred excellent teamwork skills Medical office and insurance experience preferred

**Custodial Worker** Job Number 17-00195 582 Iowa Department of Public Defense Johnston IA [www.indeed.com](http://www.indeed.com) Job Description Flex rotational schedule includes weekends 7:00 AM to 3:30 PM. Perform assigned custodial duties in armories, offices or other federal buildings on Camp Dodge to support that facility; cleaning motel style rooms in a military environment. Making beds, moving furniture and cleaning bathrooms among other daily duties. Follow the instructions from the Custodial Leader in the performance of duties and priority of work. Perform duties to established standards in the absence of Custodial Leader. Clean offices, classrooms, latrines, common areas, breakrooms, hallways, entries, kitchens and etc. so as to present a neat and clean surroundings for users of the building. Use hand and power equipment/tools to prepare all types of floor surfaces for cleaning, make minor repairs to furniture, stripping, waxing, buffing and shampooing type requirements. Have knowledge of chemicals and cleaners normally used by custodians. Use hand and power equipment to clean office areas, living areas, restrooms, classrooms, hallways, break rooms, and items as the need arises. Ladder work necessary for extended periods due to nature of work. Perform related work as required. Must have Iowa Driver License. Be capable of reading, writing, and communicating at a high school level. Normal physical stamina, able to lift fifty pounds non-repetitively, climb and stand on ladders, normal range of body movement and capable of wearing personal protective gear. Minimum Qualification Requirements Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification: 1) Graduation from high school or HSED (GED). 2) A total of one year of education and/or full-time experience (as described in number one), where one year of full-time experience in commercial building maintenance or housekeeping equals one year of education (maximum of four years).

**Department Support Assistant** NTMICU- Mercy Medical Center FT (7a-7:30p) DES MOINES, IA [www.indeed.com](http://www.indeed.com) General Summary: Performs clerical work and coordinates communications within the assigned nursing unit. Facilitates communication between the nursing unit and other hospital departments. Performs clerical duties for the nursing unit by maintaining charts; answering multi-line phones; greeting and assisting customers in a friendly and timely manner; and sorting and distributing mail. Utilizes computer applications (Electronic Health Records, etc.) and communication technologies (Teletracking, Vocera, Hillrohm System, etc.) effectively. Communicates patient information or department needs such as dietary, environmental services, and all Information Technology issues Prepares documents and records in compliance with regulatory requirements. Demonstrates work practices consistent with safety, security, and infection control policies, including adhering to the Safe Medication Handling protocol for both delivery and removal of medications. MINIMUM KNOWLEDGE, SKILLS, and ABILITIES REQUIRED: ·High School Diploma or GED required and must be 18 years of age.



**Warehouse Associate** Triplett Office Essentials - Des Moines, IA [www.indeed.com](http://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

**Material Handler** – USPS FedEx DES MOINES, IA [www.indeed.com](http://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. Duties: 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. Properly handles packages covered by regulatory requirements, such as handling live animals and perishable goods. Separates packages by service type and destination, in accordance with established procedures. Reviews size and weight of packages to ensure conformance with service requested. Scans packages according to prescribed phasar/cosmos procedures.

**Food Service Worker** Sodexo Inc. Des Moines, IA 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.