



Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 01/25/2013

Position Title: Accounts Receivable Clerk **Job Order #** 9767947

Job Description: This person will be collecting revenue in the form of checks, cash, money orders and debit/credit

Requirements: Good communication skills, ability to work with multiple personalities

Position Title: Production Operator **Job Order #** 9767933

Job Description: The primary purpose of the production operator is to rotate through various positions within the plant

Requirements: Employees are required to learn all equipment and rotate as needed.

Position Title: Plant Janitor **Job Order #** 9767925

Job Description: Maintain the cleanliness of the plant facility including but not limited to the main plant floor

Requirements: Typical learning curve for this position is no longer than 1 week. Cleaning standards must be met daily.

Position Title: Security Officer **Job Order #** 9767398

Job Description: Responsible for the oversight of safety and security of the hotel.

Requirements: One year of security experience, good communication skills and customer service experience preferred.

How To Apply

Log onto **Jobs.Mo.Gov** and enter the Job Order Number in the "Search" box to learn more about these jobs, as well as thousands of additional openings throughout Missouri, all at **NO COST**. If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE Missouri Career Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities



Francis G. Slay, Mayor

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Position Title: Room Attendant **Job Order #** 9767396

Job Description: Responsible for cleaning guest rooms and responding to guest requests in the hotels

Requirements: _____

Position Title: Station Grille Server **Job Order #** 9767386

Job Description: Responsible for delivering and serving food and beverage items to guests

Requirements: _____

Position Title: Cook **Job Order #** 9767384

Job Description: Prepare food items according to designated recipes and quality standards

Requirements: High School Diploma

Position Title: Administrative Assistant (sales) **Job Order #** 9767378

Job Description: Providing office support in the hotel's continuing effort to deliver outstanding guest service

Requirements: High School Diploma

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Position Title: Administrative Assistant **Job Order #** 9768776

Job Description: Provides support to other clerical staff as needed. Orders forms, office materials and other supplies as needed.

Requirements: Associates degree

Position Title: Benefit Specialist **Job Order #** 9768758

Job Description: Performs complex aspects of benefit accounting and reconciliation

Requirements: Bachelor's degree in a related area of study, such as Human Resources.

Position Title: Business Office Manager **Job Order #** 9768748

Job Description: Maintain census in billing software for all levels except CC, process information with long-term care

Requirements: Bachelors degree

Position Title: _____ **Job Order #** _____

Job Description: _____

Requirements: _____

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