



Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 03/08/2013

Position Title: OJT – Administrative Assistant **Job Order #** 9793187

Job Description: Provide administrative support by performing clerical functions such as filing, managing calendars

Requirements: Knowledge of administrative and clerical procedures and systems such as word processing, managing files

Position Title: OJT-Packaging Machine Operator **Job Order #** 9793095

Job Description: To start up machines at the beginning of shifts. Including FMC, Strippers and Accumulators.

Requirements: Applicants must have 3 years of machine operator experience

Position Title: OJT – Administrative Assistant **Job Order #** 9761209

Job Description: Organized and reliable person to fill the administrative assistant position at IDC Projects

Requirements: Work during standard business hours, 9-5 Monday through Friday.

Position Title: OJT – Service Technician **Job Order #** 9793114

Job Description: Responsible for performing repair and maintenance work on customer boats, engines and trailers

Requirements: Requires a willingness to learn the marine industry and experience as either a carpenter, contractor

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



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Position Title: OJT – Administrative Assistant **Job Order #** 9795896

Job Description: Responsible for administrative support for production management and production support

Requirements: Must possess excellent Excel, Word, PowerPoint and Access skills

Position Title: AMS Agent **Job Order #** 9784479

Job Description: AMS Agent will be the direct contact with the general public by representing Welk in the field

Requirements: Must have a High School Diploma or GED. Must have a valid driver's license and vehicle.

Position Title: Administrative Assistant **Job Order #** 9784471

Job Description: To provide all administrative support to the AMS teams.

Requirements: Must have a valid driver's license. Some college required.

Position Title: Production and Warehouse Worker **Job Order #** 9796906

Job Description: Daily contact with customers who come to receive material and freight

Requirements: High School Diploma or equivalent desired. Minimum of six months of warehouse or production experience

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Position Title: Crisis Intervention Telephone Counselor **Job Order #** 9799685

Job Description: Provides immediate telephone clinical assessments to determine and implement appropriate level

Requirements: Masters Degree in Social Work, Psychology, Counseling or Psychiatric Nursing

Position Title: Baggage Handlers/Ticket associates **Job Order #** 9796052

Job Description: Complete reports necessary for passengers, baggage, and shipment of items.

Requirements: Must be able to lift up to 100 pounds.

Position Title: Stand Attendants at Busch Stadium **Job Order #** 9789087

Job Description: Sell various products to our guests in our concession stands.

Requirements: Must be 21 years of age or older, and money handling experience is preferred.

Position Title: Food & Beverage Servers at Busch Stadium **Job Order #** 9789090

Job Description: Walk through stadium selling various products or sell retail items from a cart.

Requirements: Food Vendors must be 16 years of age or older. Beer Vendors must be 21 years of age or older.

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Position Title: Plant Dairy Worker **Job Order #** 9779587

Job Description: Dips and pours sample of milk from vent hole of truck into bottle for laboratory analysis.

Requirements: A Stable work history is preferred. These are SEASONAL positions and may not become full time.

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

Job Description: _____

Requirements: _____

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