



# Hot Jobs in St. Louis

SLATE Missouri Career Center

[www.jobs.mo.gov](http://www.jobs.mo.gov)

Version Date: 04/12/2013

**Position Title:** Human Resource Generalist **Job Order #** 9832771

**Job Description:** Providing comprehensive HR support in the areas of talent acquisition and retention, employee relations

**Requirements:** Bachelor's degree in business administration, HR management, or related field required.

**Position Title:** Activity Associate **Job Order #** 9832178

**Job Description:** Assists in the planning, development, organizing, implementing and evaluation of each resident's activity

**Requirements:** High School diploma or GED required. Basic computer skills

**Position Title:** Certified Medical Technician **Job Order #** 9832159

**Job Description:** Resident care, meal preparation and delivery, housekeeping, laundry and activities.

**Requirements:** High School Diploma

**Position Title:** Spec, Delivery **Job Order #** 9831468

**Job Description:** Load, unload and secure product to ensure customers receive clean and damage free merchandise

**Requirements:** B - Class CDL, High School Diploma, Clean driving record

## 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:** Court Clerk III **Job Order #** 9829596

**Job Description:** Provide clerical support for judge in a division; serve in the courtroom; assist in preparing judge's docket

**Requirements:** High School Diploma

**Position Title:** Student Admission Registration Asst III **Job Order #** 9828216

**Job Description:** Interviews students; determines student eligibility for course registration.

**Requirements:** Associate degree or equivalent and over one year of relevant full-time experience.

**Position Title:** Temporary factory workers **Job Order #** 9833932

**Job Description:** Perform all functions on assembly, disassembly, and packaging line (bag, pouch, box, etc.).

**Requirements:** A high school diploma, no felonies or misdemeanors, clean drug test, reliable transportation

**Position Title:** Collection and Severance Coordinator **Job Order #** 9833909

**Job Description:** Responsible for the supervision and training of the Company's outsourced third-party vendor

**Requirements:** Associate-s degree in a business-related discipline or equivalent experience. 3-4 years of experience

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**Position Title:** Trainer **Job Order #** 9833898

**Job Description:** Responsible for the training of Customer Contact employees

**Requirements:** Bachelor-s degree preferred, 2-3 years of experience working in a fast-paced, customer service call center

**Position Title:** Early Childhood Center Director **Job Order #** 9823769

**Job Description:** Responsible for administration of the early childhood education program at the Flance Center

**Requirements:** Bachelor's degree minimum; Master's degree in early childhood education, or related field preferred

**Position Title:** Production Technician **Job Order #** 9822887

**Job Description:** Running basic line machinery and blending equipment. Performing machine and area clean-up

**Requirements:** High School Diploma or GED; must be able to lift 50 lbs, must be able to pass background and drug screen

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

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

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

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**Position Title:** Customer Service Representative **Job Order #** 9833893

**Job Description:** Handle telephone contacts with customers pertaining to all phases of Company activity

**Requirements:** Must be able to type 20 correct words per minute.

**Position Title:** OJT–Business Development Representative **Job Order #** 9832964

**Job Description:** Identifies development potential in accounts by studying current business; interviewing key customer

**Requirements:** Bachelors degree in business or similar profession. Professional appearance

**Position Title:** OJT–Manufacturing Process Developer **Job Order #** 9832153

**Job Description:** The applicant is expected to have very good working knowledge in diverse protein purification tools

**Requirements:** Completed Bachelors, Masters, or relevant professional expertise in bio-process technology, biology

**Position Title:** OJT – Process Analytics Developer **Job Order #** 9832838

**Job Description:** This Company is developing innovative biomedical technologies based on collagen and nano-particles.

**Requirements:** Completed Bachelors, Masters, or relevant professional expertise in chemistry, biotechnology, biology

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**Position Title:** OJT – Front-End UI/UX Developer/Artist     **Job Order #** 9829671

**Job Description:** Create conceptual product UI design mockups for usability testing (web pages)

**Requirements:** 3+ years of work experience as a front-end web developer or UI designer

**Position Title:** OJT–Warehouse and Inventory Supervisor     **Job Order #** 9821205

**Job Description:** Responsible for the management and oversight of strategic business plan execution and growth as it relates

**Requirements:** Warehousing, Supply Chain, and Inventory Expertise, strong multi-tasking and time management skills

**Position Title:** Bell Person/Valet     **Job Order #** 9833993

**Job Description:** Welcomes guest and assists guest with baggage. Parks and retrieves automobiles for guests

**Requirements:** Must be able to lift max. 75 lbs.

**Position Title:** \_\_\_\_\_     **Job Order #** \_\_\_\_\_

**Job Description:** \_\_\_\_\_

**Requirements:** \_\_\_\_\_

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