



# Hot Jobs in St. Louis

SLATE Missouri Career Center

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

Version Date: 04/26/2013

**Position Title:** Dishwasher **Job Order #** 9844692

**Job Description:** New downtown St. Louis hotel is looking for dependable dishwasher.

**Requirements:** Attention to detail is a must and ability to wash dishes and bus multiple tables up in efficient & effective manner.

**Position Title:** Laundry Attendant **Job Order #** 9844691

**Job Description:** Operate or tend washing or dry-cleaning machines to wash or dry-clean industrial or household articles

**Requirements:** Attention to detail is a must and ability to keep up efficient and effective manner.

**Position Title:** Restaurant Attendant **Job Order #** 9844685

**Job Description:** New downtown St. Louis hotel is looking for dependable Breakfast Attendant.

**Requirements:** Attention to detail is a must and ability to supervise and serve multiple tables up in efficient and effective manner.

**Position Title:** Housekeeping Hospitality **Job Order #** 9844688

**Job Description:** Downtown St. Louis hotel is looking for dependable housekeepers.

**Requirements:** Attention to detail is a must and ability to keep up with minimum of 16 rooms per day in efficient and effective manner.

## 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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Version Date: 04/26/2013

**Position Title:** Court Clerk II pos. #060 **Job Order #** 9842569

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

**Requirements:** Minimum data entry speed of 9000 keystrokes per hour. High School diploma or equivalent.

**Position Title:** Court Clerk II - pos. # 234 **Job Order #** 9842555

**Job Description:** Perform technical clerical work in the Circuit Civil - Family Court/Juvenile Department

**Requirements:** Minimum data entry speed of 8000 keystrokes per hour. High School diploma or equivalent

**Position Title:** Microcomputer Support Specialist **Job Order #** 9842517

**Job Description:** This is technical work providing frontline computer support services for end users.

**Requirements:** At least two years of computer technical support experience reconfiguring, installing, and troubleshooting

**Position Title:** Trades Helper **Job Order #** 9842514

**Job Description:** This is semi-skilled work assisting journeyman trade workers in the performance of their duties.

**Requirements:** Two years of recent full-time paid experience performing work assisting journeyman electricians

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Version Date: 04/25/2013

**Position Title:** Accountant II **Job Order #** 9842510

**Job Description:** This is a professional accounting position maintaining and reconciling accounting and financial records

**Requirements:** A Bachelor's degree in Accounting or a Business degree with a major in Accounting

**Position Title:** Risk Management Consultant I **Job Order #** 9845475

**Job Description:** Responsible for ensuring the accurate identification, measurement, and oversight of credit

**Requirements:** 2+ years risk experience, credit underwriting experience in the retail brokerage or financial services

**Position Title:** Strategy Consultant 4 **Job Order #** 9845458

**Job Description:** Responsible for supporting the business in managing strategic priorities from identification of business

**Requirements:** Bachelors degree and 36 months experience

**Position Title:** Legal Process Specialist 1 **Job Order #** 9845462

**Job Description:** Reads, interprets, and researches correspondence and legal documents including summons, subpoenas

**Requirements:** 1+ year's legal administrative assistant experience or 2+ years administrative support experience

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Version Date: 04/26/2013

**Position Title:** WFA Supervision Manager 3 **Job Order #** 9845456

**Job Description:** Oversees all aspects of supervising client activities for FAs, BOMS, Internationally and Offshore.

**Requirements:** Bachelors degree and 72 months experience

**Position Title:** OJT-Biodiversity Informatics Architect **Job Order #** 9842670

**Job Description:** Communicates and coordinates with scientists, business leadership and technical teams

**Requirements:** MS degree in Computer Science or related field preferred, 4 to 10 years related experience

**Position Title:** OJT-Inside Sales Rep-Biotech **Job Order #** 9840402

**Job Description:** Candidate will sell hardware/software solutions to assigned leads, create campaigns using Sales Force

**Requirements:** Requires Bachelors or Masters Degree, background in biology/sciences a plus

**Position Title:** OJT – Accountant II **Job Order #** 9840370

**Job Description:** Prepare requisitions and documentation for grant funds with special emphasis on Community Development Block Grants

**Requirements:** Minimum of B.A. / B.S. in accounting with at least three years of public or not-for-profit accounting experience.

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