



# Hot Jobs in St. Louis

SLATE Missouri Career Center

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

Version Date: 03/15/2013

**Position Title:** Parole and Probation officer **Job Order #** 9802775

**Job Description:** Work involves field investigations, home visits, interviewing, counseling, and supervising according to court

**Requirements:** A Bachelor's degree in Criminal Justice, Criminology, Social Work, or a closely related field.

**Position Title:** Program Specialist II **Job Order #** 9802773

**Job Description:** This is work coordinating and administering various Bureau of Security Operations functions

**Requirements:** Five years of recent full-time paid security related and customer service experience.

**Position Title:** Health Services Manager I **Job Order #** 9802762

**Job Description:** Making personnel decisions regarding training, qualifications, staffing levels; enforcing existing ordinances

**Requirements:** A Bachelor's degree in Public Health, Biological Sciences, Environmental Engineering, Industrial Hygiene

**Position Title:** Transportation Center Operations Supervisor **Job Order #** 9802781

**Job Description:** Managing the day-to-day operations of the 24 hour City of St. Louis Gateway Transportation Center

**Requirements:** A Bachelors degree in Business or Public Administration, or a closely related field.

## 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.

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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:** 3<sup>rd</sup> Shift Industry Maintenance Mechanic      **Job Order #** 9788185

**Job Description:** The successful bidders will be able to troubleshoot and repair all plant equipment.

**Requirements:** Must have a minimum of 5 years satisfactory experience in industrial-type maintenance work or equivalent

**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 – 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

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**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

**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:** OJT-Employee Benefits & IT Administrator **Job Order #** 9802451

**Job Description:** Perform day to day tasks: enrolling employees, auditing and paying invoices, billing employees

**Requirements:** Previous education in and experience dealing with human resources

**Position Title:** OJT – Countertop Installation Helper **Job Order #** 9802438

**Job Description:** Assist with the measuring and installation of stone countertops. Assist lead installer as part of team

**Requirements:** Lift, place and secure granite and marble countertops

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**Position Title:** OJT–Shipping/Receiving/Material Handler    **Job Order #** 9805564

**Job Description:** Must be able to read a tape measure and basic knowledge of blue print reading.

**Requirements:** Construction experience preferred.

**Position Title:** OJT – Mechanic-Material Handling    **Job Order #** 9801434

**Job Description:** Company is looking for an experienced forklift mechanic

**Requirements:** Requires a CDL Class E license to drive a company service van. Must have own tools.

**Position Title:** OJT – CNC Programming & Service Tech    **Job Order #** 9788092

**Job Description:** Candidate will be mechanically inclined; computer savvy, CNC oriented

**Requirements:** Preferred, but not required: Cad software experience; fluent in additional languages

**Position Title:** OJT- Apprentice /Warehouse Worker    **Job Order #** 9791585

**Job Description:** Feeds precut corrugated blanks or sheets into machine that prints, scores, perforates, and slots them

**Requirements:** Apply online at <http://boxes.catsone.com/careers/>

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**Position Title:** CNA-Hospice **Job Order #** 9805511

**Job Description:** Assists patients in activities of daily living (ADL): Personal hygiene, bathing, shampoo, shaving

**Requirements:** Previous Home Health Aide experience desirable

**Position Title:** Laundry Truck Driver **Job Order #** 9805535

**Job Description:** Loads and properly secures laundry carts within truck and properly places lift gate.

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

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

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

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

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

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

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

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