HOT JOBS
SAINT LOUIS

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Cashiers** **Job Order # 11106395**

Job Description: Responsible for managing the proper transaction of food sales and customer service for a diverse high volume food service operation.

Requirements: Knowledge This position requires flexible availability including morning, mid, and evening shifts during both weekdays and weekends.

Position Title: **OJT – Lead Senior .NET Developer** **Job Order # 11065480**

Job Description: This candidate has the opportunity to embark on an exciting campaign to continue to develop Order Entry, Pricing, Inventory, Purchasing, E-Commerce and Warehouse management program

Requirements: Minimum of 3-4 years of professional experience within information technology

Position Title: **OJT - Director of Program Operations** **Job Order # 11079204**

Job Description: This person is the point of contact for ensuring the quality control measures are put forth to the outside vendors & acts as a secondary conduit between the program & WCG clients.

Requirements: At least 3 years experience with Data Management (SQL etc), excellent computer skills & proficient in comma & tab delimited systems as well Microsoft Office Systems.

Position Title: **Enrollment Counselor** **Job Order # 11089966**

Job Description: Recruit, enroll, and assist new students who apply for the university's degree programs, certificates & online courses.

Requirements: Bachelor's Degree preferred (or actively pursuing a Bachelor's Degree). Analytical and problem solving skills required. Strong reasoning ability

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Manufacturing Technician Facility Cleaning** **Job Order # 11102622**

Job Description: Responsible for the routine performance of operations in support of the manufacture of commercial and clinical biologics.

Requirements: Bachelors degree a plus, up to 3 years industry experience a plus

Position Title: **Customer Service Rep** **Job Order # 11102562**

Job Description: Successful candidates will have demonstrated excellent communication and customer service skills when working with the general public and co-workers.

Requirements: A high school diploma or GED is required, and Associate's degree preferred.

Position Title: **Adoption Counselors/Animal Care Positions** **Job Order # 11102549**

Job Description: The Humane Society of MO is currently accepting applications for adoption counselors and animal care position.

Requirements: Position require strong communication skills, customer service and animal handling experience.

Position Title: **Customer Service Representative** **Job Order # 11099653**

Job Description: Receive inbound calls from our Aftermarket Customers throughout North America.

Requirements: Must have excellent communication and telephone skills; data entry or good typing skills; must be bilingual and fluent in both English and French

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Room Attendant** **Job Order # 11099648**

Job Description: Makes beds, cleans rooms (bathroom, bedroom, sitting room, etc.), dusts, vacuums, washes windows/tracks, reports maintenance deficiencies and removes trash, dirty linens, towels.

Position Title: **Supervisor Manufacturing** **Job Order # 110099537**

Job Description: Will lead a team responsible for manufacturing GMP commercial and clinical biologics via cell culture and purification, in a clean room environment.

Requirements: Must be a self-starter, organized, and computer competent individual.

Position Title: **Facilities Mechanic - Electrical** **Job Order # 110099472**

Job Description: Willing to contribute improvement ideas & suggestions to help continue the success of the plant. Operate, maintain & troubleshoot all production equipment associated within the department

Requirements: Ability to read, analyzes, and interprets common scientific and technical journals

Position Title: **CDL – B Driver** **Job Order # 11099429**

Job Description: Looking for full time Drivers to transport and set up supplies at community based blood drives in the greater St Louis area.

Requirements: Qualified applicants will have a valid Commercial Drivers License (CDL) class A or B and a 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 positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Manufacturing Technician Facility Cleaning** **Job Order # 11102622**

Job Description: Responsible for the routine performance of operations in support of the manufacture of commercial and clinical biologics.

Requirements: Bachelors degree a plus, up to 3 years industry experience a plus

Position Title: **Customer Service Rep** **Job Order # 11102562**

Job Description: Successful candidates will have demonstrated excellent communication and customer service skills when working with the general public and co-workers.

Requirements: A high school diploma or GED is required, and Associate's degree preferred.

Position Title: **Adoption Counselors/Animal Care Positions** **Job Order # 11102549**

Job Description: The Humane Society of MO is currently accepting applications for adoption counselors and animal care position.

Requirements: Position require strong communication skills, customer service and animal handling experience.

Position Title: **Customer Service Representative** **Job Order # 11099653**

Job Description: Receive inbound calls from our Aftermarket Customers throughout North America.

Requirements: Must have excellent communication and telephone skills; data entry or good typing skills; must be bilingual and fluent in both English and French

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

HOT JOBS
SAINT LOUIS

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Fleet Maintenance Technician III** **Job Order # 11122025**

Job Description: This is skilled work diagnosing, repairing, overhauling, and maintaining all components of diesel and gasoline engine driven heavy trucks

Requirements: At least three years of recent full-time paid experience diagnosing, repairing and maintaining heavy trucks.

Position Title: **Fleet Maintenance Technician I** **Job Order # 11122007**

Job Description: This is work assisting journeyman mechanics in the maintenance, repair and overhaul of automobiles,

Requirements: Two years of recent full-time paid experience in the repair and maintenance of automobiles, tractors

Position Title: **Fleet Maintenance Parts Specialist** **Job Order # 11121993**

Job Description: This is work ordering, receiving, stocking, and issuing a variety of automotive, diesel, and construction vehicle related parts, supplies, fuel and materials.

Requirements: Two years of experience ordering, receiving, stocking, and issuing a variety of automotive

Position Title: **Account Clerk II** **Job Order # 11121986**

Job Description: Prepare garnishments and executions; issue executions and garnishments into the automated court case management system

Requirements: Minimum data entry speed of 7,000 keystrokes per hour and must pass a 10-key adding machine test.

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

HOT JOBS
SAINT LOUIS

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Court Clerk** **Job Order # 11121966**

Job Description: Process the weekly Grand Jury docket; create sub-cases; review files to determine proper issuance of warrants; make docket entries.

Requirements: Minimum data entry speed of 8,000 keystrokes per hour. High School diploma or equivalent.

Position Title: **Bar Fruit Coordinator** **Job Order # 11117601**

Job Description: Labeling & dating all fruit, cutting & storing all fruit, cleaning & organizing fruit trays.

Requirements: Must be able to work days, nights, & weekends as needed. Must have schedule flexibility to accommodate sporting events

Position Title: **Operations Assistant** **Job Order # 11117526**

Job Description: position assists Supervisors who are responsible for managing the loading and unloading of freight.

Requirements: Applicants should have good data entry and people skills.

Position Title: **Counter Associates** **Job Order # 11116578**

Job Description: Individual will prepare juice and other drinks in the Ball Park Village venue in Downtown St Louis

Requirements: Individuals selected should present the wholesome, energetic, and healthy appearance the Employer prefers in its Employees

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

HOT JOBS
SAINT LOUIS

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Route Sales Representative** **Job Order # 11092827**

Job Description: Responsible for early morning delivery of our bakery products on a timely basis to grocery stores, restaurants, schools, etc

Requirements: High School Diploma/GED, 1 - 3 Years experience

Position Title: **Hotel Room Attendants** **Job Order # 11089597**

Job Description: Maintain the hotel rooms and building to ensure safe and clean experience for hotel guests, associates and vendors.

Requirements: Ability to push and/or pull equipment weighing up to 100 lbs, must have the ability to communicate in English.

Position Title: **Patient Accounts Representative** **Job Order # 11083039**

Job Description: Provides expertise in the area of insurance collection activities related to hospital billing

Requirements: Preferred Requirements: 2-5 years experience, Services Support Skills, Medical Reimursements-1 year or more

Position Title: **Patient Accounts Representative-Self Pay 1133239** **Job Order # 11083036**

Job Description: Recruit, enroll, and assist new students who apply for the university's degree programs, certificates & online courses.

Requirements: Bachelor's Degree preferred (or actively pursuing a Bachelor's Degree). Analytical and problem solving skills required. Strong reasoning ability

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

HOT JOBS
SAINT LOUIS

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Manufacturing Tech** **Job Order # 11058967**

Job Description: Machine Operator with solid manufacturing experience, preferably in plastic manufacturing.
Requirements: PLC experience preferred. Need basic computer skills. High school diploma required.

Position Title: **Systems Administrator** **Job Order # 11021704**

Job Description: Determines operational requirements by identifying PC workload requirements; analyzing processes and procedures; measuring physical layout requirements.
Requirements: U.S. Citizen must be able to receive a government Secret clearance

Position Title: **Secure Network SME** **Job Order # 11021703**

Job Description: Ability to provide network engineering support for a broad range of initiatives.
Requirements: Duty hours are Mon Fri, 7:30 to 4:30. Some travel is required

Position Title: **Utility Pole Inspector: St. Louis & Southeast MO** **Job Order # 11144180**

Job Description: A great candidate would have previous outside physical labor work experience, construction, roof, tree trimming, landscaping.
Requirements: Will ride in company vehicle with Crew. You will need transportation to the work center location for Meeting up with the rest of the Crew, which will be designated by our customer.

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

HOT JOBS
SAINT LOUIS

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Heavy Equipment Operator II** **Job Order # 11150085**

Job Description: Skilled work operating a wide variety of heavy, specialized trucks and related equipment which may Include 5.5 ton trucks, roll-off container trucks, packer trucks etc.

Requirements: Three years of full-time paid experience in the operation of heavy and specialized vehicles; OR Three years of truck driving experience with the City of StL as a Utility Worker, Lead Utility….

Position Title: **Program Specialist I (Refuse Division/Recycling)** **Job Order # 11150091**

Job Description: This is a specialized work developing and implementing effective outreach/education programs And campaigns, marketing communications and public information tools to promote the City's

Requirements: Bachelor's degree in Environmental Studies or related field OR an Associate's degree and two…

Position Title: **Health Services Manager I (Communicable Disease)** **Job Order # 11150094**

Job Description: Managing the Bureau of Communicable Disease Prevention for the City of St. Louis Dept. of Health. Under the direction of the Commissioner of Health, the incumbent assesses health….

Requirements: Bachelor's degree in Public Health, Health Care Administration or a directly related field. Four years of recent, FT paid progressively responsible experience in public health, epidemiology...

Position Title: **Programmer/Analyst I** **Job Order # 11150108**

Job Description: This is technical work in the City's IT Services Agency assisting an ITSA project development team. Incumbent will be responsible for: developing, testing, and maintaining computer programs; design…

Requirements: Bachelor's Degree in Information Technology, Computer Science or related field that includes COBOL, SQL, and working with DB2 databases; data modeling, entity relationship diagrams and data loading…

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

HOT JOBS
SAINT LOUIS

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Pipefitter** **Job Order # 11150101**

Job Description: Journey level work planning, installing, and repairing pipes and piping systems. Incumbents install Repair and maintain various sizes of pipes, pumps and valves, plumbing fixtures, steam boilers….

Requirements: Completion of a Pipefitter's apprenticeship program or comparable training program and two years Recent FT paid experience in stalling and repairing pipes and piping systems.

Position Title: **Outlets Manager** **Job Order # 11150124**

Job Description: Plan and manage the restaurant, room service and other food and beverage outlets as appropriate in order to achieve customer satisfaction, quality service, compliance with corp/franchise policies and…

Requirements: A high school diploma or GED is required, and Associate's degree preferred.

Position Title: **Project Manager** **Job Order # 11150311**

Job Description: Residential and commercial construction company with a great opportunity for an enthusiastic Project Manager in St. Louis, MO. Diligent individual with a high attention to detail who is…..

Requirements: Construction experience; ability to read blueprints and use Microsoft Office Products. Ability to…

Position Title: **Part-Time Team Member, Customer Service** **Job Order # 11147051**

Job Description: CIC St. Louis is looking for a service-minded, dedicated and thorough individual to support the Day to day operations of our new commercial office spaces.

Requirements: Must Someone with an outgoing/social personality who naturally enjoys helping others and highly Values teamwork. Takes ownership over tasks and follow them through to completion, usually…

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Ikea – Goods Flow Team Leader, Inflow** **Job Order # 11147039**

Job Description: Support manager in leading your team in the coordination and optimization of goods flow operations under your control. Contribute to achieving the agreed availability of products to Ikea customers…..

Requirements: Self-reliant, motivated with a proven ability to work as part of a larger team. This is a team lead for inflow, must have availability to work shifts between 1am-2pm

Position Title: **Ikea – Sales & Supply Support Specialist** **Job Order # 11147031**

Job Description: Control and monitor basic Logistic procedures and batches. Perform administrative routines Maintaining consistent stock balance. Process physical stock movements timely and correctly.

Requirements: 2-3 years retail administrative experience, good flow/supply knowledge. Ability to lift 50lb as needed.

Position Title: **Ikea – After Sales Team Leader** **Job Order # 11146945**

Job Description: Assist After Sale Manager to manage and lead the staff and activities of the After Sales Team, including recruitment, coaching, mentoring, training, scheduling and performance management…

Requirements: 3-5 years high volume retail management experience. Proven leadership abilities, knowledge and understanding of customer service standards, routines, and best practices.

Position Title: **Ikea – Inventory Specialist** **Job Order # 11147035**

Job Description: Rack, monitor and report inventory key figures and inventory discrepancies. Follow up and improve Upon inventory result and eliminate discrepancy. Support and proved training for inventory process….

Requirements: 2-4 years experience in a high volume retail environment (logistics or inventory knowledge and Experience preferred) Computer aptitude in Microsoft, internal Ikea systems and store cycle inventory.

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Ikea – Food Team Lead** **Job Order # 11146962**

Job Description: Keeping the customer in focus and taking action to optimize sales and convert more visitors into customers. Ensuring your area of responsibility is commercial, clean and inviting. Product placement

Requirements: Sales driven and service minded with experience of serving customers. You have a passion for food and take pride in the service and product you serve. Create a vibrant retail environment, flexible…

Position Title: **Ikea – Front Line Team Leader, Checkouts** **Job Order # 11146938**

Job Description: Keeping the entrance area maintained, shopping tools are efficiently equipped and effectively replenished at all times. Ensuring co-workers are available and ready to help by putting customers…

Requirements: Ability to prioritize and organize work and the work of others in order to make the most efficient use of the time available. Demonstrate proven leadership abilities. Understanding customer standards…

Position Title: **Ikea – Good Flow Team Leader** **Job Order # 11147034**

Job Description: Support your manager in leading your team in the coordination and optimization of the goods flow operations under your control. This important role contributes to achieving the products to…

Requirements: Self-reliant and motivated with a proven ability to work as part of a larger team. Able to set Expectations for others and provide clear direction and follow up. You can organize your work …

Position Title: **Ikea – Recovery Team Leader** **Job Order # 11146954**

Job Description: Assist the Recovery Manager in managing the day-to-day activities within the recovery function. Ensure the compliance with Ikea Recovery and quality standards are on a consistent bases via a…

Requirements: 3-5 years retail management experience. Demonstrated leadership abilities. Previous experience with..

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

SLATE AMERICAN JOB CENTER
WWW.JOBS.MO.GOV

Version Date: 04/03/2015

Position Title: **Ikea – Sales Team Leader, Showroom/Marketplace** **Job Order # 11146933**

Job Description: Implementation of Kea concept and commercial communication of the Ikea range to position Ikea as 1st choice on the market for Leadership Business and to be the number one home furnishings co. in…

Requirements: 3-5 years Ikea experience, preferably in a sales leadership role including internal training programs. Demonstrated knowledge of your business area with prior leadership experience, preferably with…

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional opening 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 American Job Center representative.

SLATE American Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.