

# HOT JOBS

## SAINT LOUIS



Version Date: 04/24/2015

**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: Dir Entrepreneur Svc & Institutional/Corp Partnerships** **Job Order # 11163708**

**Job Description:** Seeking an individual to provide leadership, coordination, and hands-on implementation in Entrepreneurial services; coordinate and facilitate programming and program integration among

**Requirements:** Bachelor's Degree; excellent written and oral communication and interpersonal skills to interact Within the organization, with District clients and partner organizations, with external professionals...

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Version Date: 04/24/2015

**Position Title:** OJT - Area Educator

**Job Order # 11181693**

**Job Description:** Designing, implementing and evaluating innovative and educational programs to address the needs of youth, adults and families in designated areas of St. Louis City and County. The Area Educator will...

**Requirements:** Bachelor's Degree in Human Development, Education, Psychology, Human Service or closely related field. Must possess the ability to make effective use of the social media and computer/electronic tech..

**Position Title:** Job Coach, SPYC, PT

**Job Order # 11152862**

**Job Description:** Performs duties necessary to facilitate enrollment, assessment, referrals, worksite visits, mentoring sessions, orientation, works primarily with internal staff and contracted non-profit organizations...

**Requirements:** High School Diploma or equivalent, 3 years of relevant or relatable FT work experience and must have reliable transportation. You will use your car nearly every day; stable work history...

**Position Title:** Summer Jobs League Program Lead, PT

**Job Order # 11152854**

**Job Description:** Duties to facilitate enrollment, assessment, referrals, worksite visits, mentoring sessions, orientation, and works with internal staff and contracted non-profit organizations.

**Requirements:** High School Diploma or equivalent, 5-7 years of relevant or relatable FT work experience and must Have reliable transportation. You will use your care 3 days a week; stable work history....

**Position Title:** SPYC Program Lead, PT

**Job Order # 11152827**

**Job Description:** Primarily works with State Parks, City Parks, and City Recreation Centers. Provides training and Technical assistance on procedures, rules and regulations pertaining to Summer Jobs.

**Requirements:** High School Diploma or equivalent, 5-7 years of relevant or relatable FT work experience and must Have reliable transportation. You will use your car 3 days a week; stable work history....

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## SAINT LOUIS



Version Date: 04/24/2015

**Position Title:** Summer Jobs Workshop Facilitator

**Job Order # 11152842**

**Job Description:** Will primarily deliver workshops such as: job readiness training, financial literacy, and a component of business and participant orientation. Works with diverse population, public speaker

**Requirements:** Show enthusiasm, motivate, encourage and influence; engage participants and promote interaction; enter data/outcomes into tracking system; proficient in Microsoft Office

**Position Title:** Job Coach, SPYC, PT

**Job Order # 11152837**

**Job Description:** Works primarily with State Parks, City Parks, and City Recreation Centers. Provides front-line customer services, i.e. answers telephones, greets customer etc. for Young Adult Workforce Div

**Requirements:** High School Diploma or equivalent, 3 years of relevant or relatable FT work experience and reliable

**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:** Utility Worker Trainee

**Job Order # 11163793**

**Job Description:** Physically demanding work, in the maintenance and repair of equipment, excavation of public Utilities, including water mains, sanitary and storm sewer systems and water supply systems, and

**Requirements:** Need a job. Strong willingness to learn. Drug Free; Driver's License; able to lift 75 pounds, honest; dependable.

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Version Date: 04/24/2015

**Position Title:** Compensation & Perf Specialist Metro **Job Order # 11190415**

**Job Description:** Consult with leadership and HR Business Service on issues related to organization design, job Design, compensation policies and processes, salary offers, performance appraisal, etc.

**Requirements:** Bachelor's Degree, advanced skill using Microsoft Excel required, PeopleSoft tables and....

**Position Title:** Front Desk **Job Order # 11187975**

**Job Description:** Front desk is 'guest service central' in the Hotel. Provide check-in and check-out services, internal and External telephone service and a wide array of other Hospitality oriented guest services.

**Requirements:** Maintain guest confidentiality, be a living 'Google' of Hotel and local services, ace all the clerical.....

**Position Title:** Academic Instructor **Job Order # 11187902**

**Job Description:** Classroom setting, providing instruction in skills necessary to master academic competencies. Provides engaging instruction, administers tests and evaluates progress in reading, writing, social

**Requirements:** State Teacher's Certificate is required in the State where the Job Corps Center is located. Bachelor's degree, concentration in Secondary or Adult Education is preferred.

**Position Title:** Engineer Tech. Assessment Req. 140108 **Job Order # 11190461**

**Job Description:** Responsible for identifying and assessing new technology applications for future electric distribution System and customer enhancements. The preferred location for this position is the Decatur .....

**Requirements:** Bachelor of Science Degree in Electrical Engineering, Professional Engineer(PE) License preferred...

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Version Date: 04/24/2015

**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.

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## SAINT LOUIS



Version Date: 04/24/2015

**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:** Downtown Guide

**Job Order # 11175545**

**Job Description:** Provide hospitality, information, directions and occasional escort to citizens; thorough attention...

**Requirements:** Outstanding customer service skills, ability to follow policies, regulations and operating procedures of the Community Improvement District, US Citizen, 21 years of age, HS diploma...

**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

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## SAINT LOUIS



Version Date: 04/24/2015

**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 requires strong communication skills, customer service and animal handling experience.

**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: Water Meter Worker**

**Job Order # 11163636**

**Job Description:** Reading water meters, operating computerized equipment, inspecting premises, collecting delinquent accounts and preparing detailed reports of defects found in the meters and lines.

**Requirements:** Two years of experience constructing or repairing water utility distribution systems OR two years of ....

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**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 Laborer/Backhoe Operator

**Job Order # 11163799**

**Job Description:** This is physically demanding work, in the excavation of public utilities, including water mains, sanitary And storm sewer systems and water supply systems, underground pipe work at residential and...

**Requirements:** One year of fulltime paid experience using the backhoe or mini-excavator in highway construction Utility construction, water supply service or sewer/pipe work, or use of hydraulic safety shoring,

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Version Date: 04/24/2015

**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...

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Version Date: 04/24/2015

**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: Heavy Equipment Operator II**

**Job Order # 11163637**

**Job Description:** Wide variety of heavy, specialized trucks and related equipment which may include 5.5 ton refuse Trucks, roll-off container trucks, packer trucks, cement mixers, emulsion tankers, paint lining....

**Requirements:** Driver license B – Class CDL, 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 St. Louis....

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Version Date: 04/24/2015

**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 Reimbursements-1 year or more

**Position Title:** Heavy Equipment Operator I

**Job Order # 11163624**

**Job Description:** This is a skilled work operating a wide variety of heavy and specialized automotive equipment on Maintenance projects for City streets, parks, and utilities which may include: single and double axle

**Requirements:** Driver License B – Class CDL, Must possess and maintain a valid MO Commercial Driver's License While employed by the City of St. Louis. Candidates that have a CDL permit at the time of hire must

**Position Title:** Patient Accounts Representative

**Job Order # 11083039**

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

**Position Title:** Heavy Equipment Operator I

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Version Date: 04/24/2015

**Position Title:** Supervisor Manufacturing

**Job Order # 11099537**

**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:** Communication Desk Manager

**Job Order # 11177756**

**Job Description:** Responsible for all daily activities that function within the Communication Desk department, including managing and supervising all Communication Desk personnel to maintain the most efficient and

**Requirements:** High School diploma or equivalent; related work experience; 5 years call center/communication desk Management experience. Experience training supervisors in a call center environment; demonstrated

**Position Title:** Senior Manager of HRIS

**Job Order # 11175599**

**Job Description:** Analyze process workflows and data requirements of HR users to develop business cases for modifications or development of system enhancements. Identify opportunities for improvement;

**Requirements:** Bachelor's Degree in Business Administration, Human Resources, Computer Science or Management Information Systems or equivalent experience. Minimum 7 years HRIS or

**Position Title:** HVAC Mechanic

**Job Order # 11163632**

**Job Description:** The maintenance and repair of heating, air conditioning and refrigeration systems and other Mechanical equipment generally found in commercial and institutional type buildings.

**Requirements:** Associates degree or completion of a 2 year training program in Refrigeration, Air Conditioning and Heating Technology from a recognized trade school or junior college.

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**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.

**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

**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

**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.

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Version Date: 04/24/2015

**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:** 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.

**Position Title:** Facilities Mechanic - Electrical

**Job Order # 11099472**

**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:** Vegetation Supervisor, Req. 13997

**Job Order # 11190431**

**Job Description:** Responsible for the field administration of contracts with external contractors/crews and/or Ameren crew/personnel for distribution system vegetation management activities and other areas

**Requirements:** Decatur IL location

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