

# HOT JOBS

## SAINT LOUIS



Version Date: 05/29/2015

**Position Title:** OJT Front Desk/Sales Associate

**Job Order # 11239586**

**Job Description:** To support the team by consistently exceeding members and guests expectations and achieving individual, team and clinic goals. Ensure that each guest and member receives excellent customer...

**Requirements:** Understand and believe in the benefits of skincare and massage therapy. Value the importance of customer service and be able to communicate effectively with guests and members, clinic staff...

**Position Title:** OJT Assistant Business Manager

**Job Order # 11239663**

**Job Description:** Assists Business Manager in principle duties. Oversees clinic management duties; Achieve 25% of higher clinic membership closing; Maintains an impeccable and clean clinic; Balance sales detail...

**Requirements:** College education preferred. Management, sales and/or marketing helpful. Sales experience in service/retail industry. Able to communicate up-line information to Clinic Administrator; motivator...

**Position Title:** OJT Licensed Massage Therapist

**Job Order # 11239934**

**Job Description:** Perform professional quality massage, within scope of practice and licensing (as applicable). Assists in the cleanliness of the clinic (therapy rooms and common areas). Must follow draping protocols...

**Requirements:** Must have completed a minimum of 500 hours hands-on clinic hours as well as required classroom work. Participates in continuing education to improve effectiveness (preferred). Satisfactory results...

**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...

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Version Date: 05/29/2015

<b>Position Title:</b> IKEA Goods Flow Co-Worker I, Retail Logistics	<b>Job Order # 11235895</b>
<b>Position Title:</b> IKEA Goods Flow Co-Worker II, Retail Logistics	<b>Job Order # 11235859</b>
<b>Position Title:</b> IKEA Interior Design Co-Worker/Comm. Interior	<b>Job Order # 11235879</b>
<b>Position Title:</b> IKEA Certified Kitchen Seller	<b>Job Order # 11235846</b>
<b>Position Title:</b> IKEA Goods Visual Merchandising Co-Worker	<b>Job Order # 11235870</b>
<b>Position Title:</b> IKEA Facility (Maintenance) Co-Worker	<b>Job Order # 11235963</b>
<b>Position Title:</b> IKEA Safety & Security Co-Worker	<b>Job Order # 11235946</b>
<b>Position Title:</b> IKEA Customer Relations Co-Worker	<b>Job Order # 11235952</b>
<b>Position Title:</b> IKEA Information & Smaland Co-Worker	<b>Job Order # 11235935</b>
<b>Position Title:</b> IKEA Customer Relations	<b>Job Order # 11235952</b>
<b>Position Title:</b> IKEA Customer Checkout	<b>Job Order # 11235918</b>
<b>Position Title:</b> IKEA Carpenter Co-Worker	<b>Job Order # 11239247</b>
<b>Position Title:</b> IKEA Home Delivery Co-Worker	<b>Job Order # 11239246</b>

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**Position Title:** Driver II (Temp), Dept of Surgery, 30508

**Job Order # 11221826**

**Job Description:** Routine travel between various departments throughout the university campus and to off-site locations. Position responsible for delivery of mail, supplies, equipment etc., between University

**Requirements:** Must possess Class E Driver's License. Prefer professional driving experience.

**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:** 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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**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:** Sterile Product Manufacturing Filling Tech

**Job Order # 11236368**

**Job Description:** Work using sterile and good cGMP techniques in a Clean Room environment in order to assemble components and operate filling machines. Follow aseptic/cGMP techniques. Operate component...

**Requirements:** High school diploma/equivalent plus 1 year Manufacturing/Packaging work experience or previous Pfizer experience or veterans/Military experience or an Associate's degree. To perform this job....

**Position Title:** Video Production Specialist

**Job Order # 11236440**

**Job Description:** Specialized work assisting in the production of informational programs for the City of St. Louis local Government access channel, STL TV (formerly Channel 10), in either the Technical Production or

**Requirements:** Bachelor's degree in a Communications-related field; and one year of full-time paid video/TV Production experience or an equivalent combination of education, training and experience.

**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....

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**Position Title:** Accounting Manager I

**Job Order # 11239483**

**Job Description:** This is a med-level management position responsible for overseeing and supervising the accounting/financial function for a City division or small City department. Responsibilities can include

**Requirements:** A Bachelor's Degree in Accounting or a related business degree with a major in Accounting. Five years of progressively responsible accounting experience including at least two years in a management...

**Position Title:** Inspector, 3<sup>rd</sup> Shift

**Job Order # 11236380**

**Job Description:** Inspection of all syringes, cartridges, assemblies and components using manual or automated systems/procedures. Strict adherence to all batch record instructions, SOP's, cGMP's and all...

**Requirements:** High school diploma/equivalent plus 1 year relevant work experience or Veterans/Military experience preferred. Basic math and reading comprehension; minimal training/experience; unskilled work; detail

**Position Title:** Maintenance Team Leader, 3<sup>rd</sup> Shift

**Job Order # 11236304**

**Job Description:** Essential duties of this position include but are not limited to scheduling and monitoring the performance of Maintenance Mechanics and outside maintenance contractors. Oversee the repair...

**Requirements:** Knowledge of HVAC, electrical, electromechanical, pneumatic, electronics, building maintenance....

**Position Title:** Electrical Maintenance Mechanic

**Job Order # 11213249**

**Job Description:** Perform a variety of activities to maintain plant equipment and facilities in optimum operating Condition. Requires strong electrical and mechanical skills and aptitude, strong troubleshooting

**Requirements:** Ability to work well as part of a team. Preferred skill in pneumatics, electrical, PLC and hydraulics

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Version Date: 05/29/2015

**Position Title:** Gas Laborer-Apprentice, Pipefitter, Equipment **Job Order # 11234881**

**Job Description:** Troy, Wentzville, Moberly, Mexico. Construction and maintenance of gas distribution lines. Duties include operating heavy equipment such as backhoes, trenchers and jackhammers

**Requirements:** High school diploma/equivalent. Must successfully complete the EEI power plant battery test

**Position Title:** Trades Helper **Job Order # 11236434**

**Job Description:** This semi-skilled work assisting journeyman trade workers in the performance of their duties. These Positions require the operation of automotive equipment.

**Requirements:** Two years of recent full-time paid experience performing work assisting journeyman electricians, machinists, plumbers, carpenters or a related skilled trade; OR successful completion of a recognized

**Position Title:** Sterile Product Manufacturing Tech **Job Order # 11236348**

**Job Description:** Knowledgeable of and be able to operate all equipment in Clean and Prep safely and in accordance with cGMPs, and SOPs. Must be able to understand, follow and operate applicable SOPs and batch

**Requirements:** Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations

**Position Title:** Homeless Manager I (Homeless Services) **Job Order # 11221692**

**Job Description:** Responsible for the management of the Homeless Services Division of the Dept. of Human Services. Supervising/evaluating staff; collaborating and coordinating with local, state and federal officials to

**Requirements:** Bachelor's degree in Public Administration, Business Administration, social sciences or related field

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Version Date: 05/29/2015

**Position Title:** Field Representatives

**Job Order # 11237819**

**Job Description:** U.S. Census Bureau is hiring Field Representatives to conduct household survey interviews all over the Greater St. Louis region. Long term assignment; strong need for bilingual/multilingual individuals

**Requirements:** MUST be a U.S. Citizen, over 18 years of age, have a working automobile with a valid driver's license. Six months or more of verifiable work history OR one or more years education past High School

**Position Title:** Converting Supervisor

**Job Order # 11229007**

**Job Description:** This position reports to the Site Manager and has responsibility for the direction of production employees on 3<sup>rd</sup> shift. In addition to daily operational responsibilities, the successful candidate...

**Requirements:** Strong leadership, organizational and communication skills are required.

**Position Title:** Part Time Summer Cashiers/Servers/Tour Guides

**Job Order # 11190480**

**Job Description:** Come and help serve our guests at the Arch and on the Riverboats in a professional and friendly manner. Be part of a TEAM while maintaining a fun and ENERGETIC environment for our guests...

**Requirements:** Must be at least 16; MUST PASS Alcohol and Drug Screening, Background checks. Must pass....

**Position Title:** Prisoner Processing Clerk

**Job Order # 11221681**

**Job Description:** Preparing and processing documents related to arrests, booking and final release of prisoners at The City Justice Center. Responsibilities will include booking arrested prisoners and recording

**Requirements:** High school diploma or GED and one year of full-time paid experience working in basic security

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**Position Title:** Communication Desk Project Manager, #1503732 **Job Order # 11238217**

**Job Description:** Responsible for managing, planning, monitoring and reporting on key projects from conception through implementation. Manages project details, data collection, reporting and communication to successfully

**Requirements:** Bachelor's degree in related field or equivalent work experience. Project Management certification or successful completion of a recognized project management curriculum; 2-5 years experience....

**Position Title:** Material Handler **Job Order # 11229040**

**Job Description:** Performs normal warehouse functions (receiving, handling, storing, issuing and delivering customer orders, operation forklifts and other material handling equipment and preparing finished

**Requirements:** Must have a B – Class CDL, ability to operate the company truck in delivery of products.

**Position Title:** Event Staff, temp **Job Order # 11236512**

**Job Description:** This post is for several positions within the same event. Duties will range from cashier to crowd management, to information distribution and other miscellaneous tasks.

**Requirements:** ALL STAFF MUST SPEAK ENGLISH AND SPANISH in order to qualify.

**Position Title:** Business & Tech Application Analyst II, Pediatrics **Job Order # 11221723**

**Job Description:** Ensure the success of the project by designing the foundations of the application. This includes defining both the organizational structure of the application and the physical structure of its deployment. Develops projects with wide range of size and complexity; defines database....

**Requirements:** At Certification or degree in computer programming from a technical school or college plus 2 years of relevant work experience required; additional relevant programming experience may be

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**Position Title:** Sterile Product Manu. Form. Tech, 3<sup>rd</sup> Shift

**Job Order # 11236419**

**Job Description:** Responsible for the formulation of drug products and equipment preparation used in the filling process as per cGMP's and SOP's. Prepare solutions used by other departments. Weigh, formulate and ....

**Requirements:** High school diploma/equivalent or Associate's Degree; six to twelve month related experience and/or training; documented course work in Chemistry is desirable. To perform this job successfully, an...

**Position Title:** Host/Cashier

**Job Order # 11197136**

**Job Description:** Greets guests as they enter the restaurant and offers a sincere, personal invitation to return as the Guests leave. Offers assistance to any guests who may need help.

**Requirements:** High school diploma or equivalent.

**Position Title:** Dock Worker, Part Time

**Job Order # 11237890**

**Job Description:** The loading and unloading of trailers for the purpose of transporting a wide variety of cargo, moving cargo driving a forklift or using a pallet jack or other freight handling equipment, preparing wide....

**Requirements:** Have a stable work record; a good safety record; be able to pass pre-employment drug screen and post-offer company physical. Must be willing to work evenings, weekend and on as-needed basis

**Position Title:** Laborer

**Job Order # 11234870**

**Job Description:** St. Charles Co., St. Louis Co., Jefferson Co., Franklin Co., Under direct, but not constant supervision, working a rotating or day shift schedule, as required. Performs a variety of general...

**Requirements:** Must have a B – Class CDL, ability to operate the company truck in delivery of products.

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