



Hot Jobs in St. Louis

SLATE American Job Center

www.jobs.mo.gov

Version Date: 01/09/2015

Position Title: Inventory Control Clerk **Job Order #** 10983939

Job Description: Oversees the usage of consumable supplies and completes the daily reconciliation of reports.

Requirements: Must have experience with inventory control, purchasing, accounting related duties.

Position Title: Disaster Program Specialist **Job Order #** 10984021

Job Description: Responsible for implementing disaster services program in an assigned geographic territory.

Requirements: Minimum of 6 months to one year supervisory experience preferred. May involve travel

Position Title: Custodian **Job Order #** 10984006

Job Description: Maintain premises, duties include dusting, sweeping, scrubbing, mopping, waxing, buffing, keep restrooms clean and toiletries stocked grounds keeping work such as landscaping

Requirements: Floor care experience: floor waxing, stripping, buffing, moping required. Should be able to repair vacuums and cleaning equipment

Position Title: Quality Control Clerk **Job Order #** 10987385

Job Description: The Quality Control Technician position ensures all documents produced meet quality requirements.

Requirements: Must be able to pay attention to detail. Must have good analytical skills.

How To Apply

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Position Title: Accounts Receivable Specialist **Job Order #** 10987437

Job Description: Performs a wide variety of credit and collection administrative duties.

Requirements: Be able to collect on a timely basis while developing and maintaining customer relationships.

Position Title: Laboratory Assistant **Job Order #** 10987449

Job Description: Prepare blood samples for testing, disposal, and shipping. Perform customer communications and inventory control process.

Requirements: On-call may be required

Position Title: Environmental Specialist **Job Order #** 10987477

Job Description: Analyze the VA Center for Engineering and Occupational Safety and Health (CEOSH) data systems and sources to monitor and identify trends and deficiencies, track service usage

Requirements: Experience with developing reports and summaries of assigned data analysis and research tasks

Position Title: Construction Manager Oil and Gas **Job Order #** 10987497

Job Description: Provide construction management services for Oil and Gas clients.

Requirements: 10+ years of experience in construction for oil and gas and industrial markets.

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Position Title: Administrative Assistant I **Job Order #** 10987532

Job Description: Performs a variety of Administrative and clerical tasks for SPM and other tasks as assigned.

Requirements: 3 years practical experience. Must be able to operate within Windows, Lotus Notes, Word, and Excel

Position Title: FORESTRY FOREMAN **Job Order #** 10987606

Job Description: This is work supervising crews engaged in the care and maintenance of City trees involving planting

Requirements: Two years of recent full-time paid experience in supervising and/or participating in the professional care

Position Title: GARDENER SUPERVISOR **Job Order #** 10988150

Job Description: This is work planning, organizing, assigning, and directing the activities of employees engaged in the planting and maintenance of shrubs, trees, and flowers in the city parks

Requirements: Four years of full-time paid experience as a Gardener.

Position Title: URBAN FORESTER **Job Order #** 10988155

Job Description: Developing and maintaining inventories of all City street and park trees; inspecting and keeping files of trees; developing and reviewing urban landscape and tree planting plans.

Requirements: A Bachelor's degree in Forestry, Horticulture, Agriculture, or a directly related field

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Francis G. Slay, Mayor

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Position Title: Accounting Clerk **Job Order #** 10993791

Job Description: Maintain compliance with audits and reporting to bank and other loan agencies

Requirements: College degree preferred with at least two years of college-level accounting

Position Title: Assistant Head Cashier **Job Order #** 10966149

Job Description: The ideal candidate must have the ability to effectively communicate policies and procedures in a manner easily understood by associates and customers. For other location check this job order **10966156**.

Requirements: High school diploma, GED, or equivalent experience. Key Carrier At least 1 year of related work experience.

Position Title: Head Cashier **Job Order #** 10966058

Job Description: Demonstrated understanding of functions related to cashiering, bookkeeping, customer service and product warranties/exchange. For other locations check these job orders: **10966100, 10966095**

Requirements: 2+ progressive years of experience in retail and/or customer service related field.

Position Title: Pricing Coordinator **Job Order #** 10966154

Job Description: Effectively communicate policies and procedures in a manner easily understood by all levels of staff.

Requirements: High school diploma, GED or equivalent experience. May require a valid State driver's license and/or Fork Lift Certification

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Position Title: Retail Cashier **Job Order #** 10966127

Job Description: Operates a POS system receiving payments of cash, checks and credit card charges from customers. For other locations check these job orders: 10966147 and 10966157

Requirements: High school diploma, GED or equivalent experience. At least 1 year related work experience

Position Title: Manager Tax Corporate Office **Job Order #** 10959790

Job Description: The timely preparation and filing of all federal income tax returns, taking filing positions, consistent with the law

Requirements: Bachelors degree

Position Title: MANUFACTURING TECH **Job Order #** 10993914

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 #** 10969277

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

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Position Title: Secure Network SME **Job Order #** 10969275

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

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