



# Hot Jobs

*in St. Louis*

SLATE American Job Center

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

Version Date: 01/16/2015

**Position Title:** Temp Laborer-Mosquito Fleet      **Job Order #** 11007004

**Job Description:** The primary responsibility of this position is to spray the Lake of the Ozarks for mosquito control.

**Requirements:** Candidates will be required to obtain a Class E Driver's license and a Missouri boater safety certificate prior to start.

**Position Title:** Project Scheduler & Cost Controller      **Job Order #** 11006993

**Job Description:** Developing cost and resource loaded schedules, performing project cost and variance analysis

**Requirements:** Experience with Primavera Project Management Software preferred.

**Position Title:** Program Mgmt Consultant III      **Job Order #** 11006975

**Job Description:** Coordinate a number of projects and related work directed toward the same business objectives and having some interdependencies or relationships.

**Requirements:** Bachelors degree

**Position Title:** Assistant Accounting Manager      **Job Order #** 11006908

**Job Description:** Assists in the establishment, maintenance, and improvement of procedures for processing accounting data

**Requirements:** Bachelor's Degree from an accredited college or university with major course work in accounting

## How To Apply

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Francis G. Slay, Mayor

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**Position Title:** Building Supervisor **Job Order #** 11003664

**Job Description:** Supervises and coordinates supplies, equipment, and the activities of workers engaged in cleaning and maintaining premises of commercial, industrial, or other establishments.

**Requirements:** High school diploma or GED is required. Previous cleaning experience desired but not required.

**Position Title:** Satellite TV Technician/Installer **Job Order #** 11003630

**Job Description:** Do you enjoy physical indoor/outdoor work, talking with people, providing customer service and learning new technologies?

**Requirements:** High school diploma or GED required; college or technical/vocational school a plus.

**Position Title:** Quality Associate I **Job Order #** 11003552

**Job Description:** Follows established procedures for quality assurance operations, ARC directives, FDA regulations and other federal, state, and local laws.

**Requirements:** Associates degree or equivalent related experience plus one year experience in a GMP environment

**Position Title:** PAINTER **Job Order #** 11003556

**Job Description:** This is skilled work in painting, decorating and refinishing a variety of surfaces such as building interiors and exteriors, industrial and water treatment machinery and equipment

**Requirements:** Three years of experience at the journeyman level as a commercial painter including work operating spray painting machines and compressors

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**Position Title:** CONTRACT COMPLIANCE OFFICER      **Job Order #** 11003550

**Job Description:** Reviewing business records and operations, contract language in bid solicitations and Request for Proposals (RFP)

**Requirements:** A Bachelor's degree in Business Administration, Public Administration, Accounting, Finance, or a closely related field

**Position Title:** COMMISSIONER OF FORESTRY      **Job Order #** 11003541

**Job Description:** Responsible for planning, directing, coordinating, and supervising tree maintenance, weed eradication, debris removal, and compost programs.

**Requirements:** A Bachelor's degree in Urban Forestry, Public or Business Administration, or a related field

**Position Title:** Track Laborer      **Job Order #** 11003513

**Job Description:** Repair and rebuild railroad track. Remove and install ties with tie tongs. Pull spikes with a claw bar.

**Requirements:** Experience operating construction or farm equipment. Maintenance of Way work experience

**Position Title:** Senior Principal Scientist      **Job Order #** 11003499

**Job Description:** The position will involve rapid, comprehensive, characterization of candidate molecules to determine the stability profile

**Requirements:** Bachelors degree

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**Position Title:** Composite Technician II **Job Order #** 11001408

**Job Description:** Lays out, assembles, pre fits, and bonds a variety of metal, composite or laminate fabrications, assemblies parts, skins or equipment.

**Requirements:** Must wear personal protective gear when required.

**Position Title:** Vice President Investor Relations **Job Order #** 11000882

**Job Description:** Responsible for managing the communication of the company's position for delivery to shareholders, potential investors, and other key stakeholders

**Requirements:** Bachelors degree

**Position Title:** Senior Desktop Administrator **Job Order #** 11000742

**Job Description:** Supervises the desktop support team and provides top tier support for Arch Coal, Inc.'s desktop technology environment.

**Requirements:** Bachelors degree

**Position Title:** Senior Analyst, Human Resources **Job Order #** 11000747

**Job Description:** Administer the Companies retirement plans. Lead role in administering Companies pension plans, including gathering, analyzing and updating necessary information for actuaries

**Requirements:** 5 years of experience in pension and/or 401(k) plan administration

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**Position Title:** Janitors and Project Managers **Job Order #** 10994101

**Job Description:** Full time Janitor and Project manager position. Will train

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

**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

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**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.

**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

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**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.

**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:** 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:** 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.

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**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

**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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