



Francis G. Slay, Mayor

# Hot Jobs

*in St. Louis*

SLATE American Job Center

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

Version Date: 01/30/2015

**Position Title:** Nurse Practitioner-House Calls **Job Order #** 11021747

**Job Description:** Ability to spend at least 1 hour with a member in their home, which may be in understaffed/remote areas, in the presence of pets, or members/family members that are tobacco users

**Requirements:** Experience in gerontology, cardiology, internal medicine, or endocrinology Home care or home visit experience

**Position Title:** Field Engineering Specialist **Job Order #** 11021802

**Job Description:** Serves as a technical repair or installation specialist for assigned product lines and geographies.

**Requirements:** 5 years progressive experience repairing or servicing mechanical system hardware and software

**Position Title:** Utility **Job Order #** 11021876

**Job Description:** The Utility associate is responsible for various services to include but not limited to cleaning equipment,

**Requirements:** Ability to lift and/or move up to 40 lbs

**Position Title:** Retail Logistics Sales & Supply Support Manager **Job Order #** 11027546

**Job Description:** Responsible and accountable for supporting the lowest possible logistics costs and maximize service levels in order to secure IKEA as the best home furnishings company

**Requirements:** 48 months experience

## How To Apply

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**Position Title:** Retail Logistics Goods Flow Manager **Job Order #** 11027537

**Job Description:** Manage Goods Flow Inflow and Outflow Managers and respective teams and processes.

**Requirements:** High School Diploma, GED or equivalent experience required. 3 years IKEA supervisory experience, preferably in Logistics or 3-5 years external supervisory/management experience

**Position Title:** Retail Logistics Goods Flow Out Manager **Job Order #** 11027521

**Job Description:** Secure the coordination and efficient operations of the Out Flow Team (including customer delivery store)

**Requirements:** High School Diploma, GED or equivalent experience required. Post Secondary degree or equivalent skill set and knowledge acquired through formal education

**Position Title:** Retail Logistics Goods Flow In Manager **Job Order #** 11027505

**Job Description:** Secure the coordination and efficient operations of the In Flow Team (including in store warehouse and self service areas)

**Requirements:** 2 years IKEA supervisory experience, preferably in Logistics or 2-4 years external supervisory/management experience

**Position Title:** Facilities Manager **Job Order #** 11027496

**Job Description:** Ensure a safe, secure, clean and functional environment for our visitors and coworkers.

**Requirements:** Computer proficiency - BAS, CMMS, fire panels

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**Position Title:** Administration Manager **Job Order #** 11027490

**Job Description:** Manage the staff and activities of the Administration department, including recruitment, coaching mentoring, training, scheduling and performance management

**Requirements:** 2-3 years IKEA management experience including training programs or 3-5 years high volume

**Position Title:** AIRPORT POLICE OFFICER **Job Order #** 11029077

**Job Description:** This is work enforcing County Ordinances, State laws, and Federal regulations to maintain order and protect life and property at Lambert-St. Louis International Airport.

**Requirements:** Successful completion of a P.O.S.T. certified training program (minimum 600 hours) and granted Class A certification by the State of Missouri at the time of the Written Test

**Position Title:** TOWING SERVICES FOREMAN **Job Order #** 11029081

**Job Description:** This is responsible work supervising the activities of the City Towing Service.

**Requirements:** At least three years of recent full-time paid experience in the operation of a tow truck in a large towing service operation. Qualifying experience must have been within the last five years.

**Position Title:** PARAMEDIC **Job Order #** 11029089

**Job Description:** This is work providing advanced emergency medical care to critically ill or injured patients prior to or while being transported in a life support vehicle.

**Requirements:** State of Missouri EMT- P License Missouri driver's license (note license number, class and expiration date on the Employment Application)

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**Position Title:** PAYROLL SPECIALIST I **Job Order #** 11029095

**Job Description:** This is clerical work responsible for the processing of payroll and personnel documents.

**Requirements:** Two years of recent full-time paid clerical/office experience processing payroll.

**Position Title:** Associate Analyst **Job Order #** 11029206

**Job Description:** Under direct but not constant supervision, exercising a high degree of independent judgment and skill on problems frequently of a complex and confidential nature

**Requirements:** An Associate's Degree in Computer Science, Management Information Systems

**Position Title:** Mechanic Garage **Job Order #** 11029224

**Job Description:** Performs a variety of activities relating to the repair and maintenance of transportation equipment including passenger cars, trucks, aerial units and power operated equipment

**Requirements:** Graduation from high school or successful completion of a high school equivalency examination.

**Position Title:** Cell phone Repair Technician & Sales Associate **Job Order #** 11019408

**Job Description:** Repair cell phones, tablets, light fixtures and other devices as needed

**Requirements:** Minimum H.S. diploma/equivalent plus 3-6+ months of previous device repair experience

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**Position Title:** Auto Detailer **Job Order #** 11019313

**Job Description:** Car Detailer/Buffer: Wash, wax, polish, buff, vacuum cars to maintain and improve appearance and condition.

**Requirements:** One yr minimum experience required.

**Position Title:** Forecasting and Load Res Spec **Job Order #** 11019203

**Job Description:** Design and implement processes and models to forecast electric and gas sales, peak demands and customers by rate class to support the development of the corporate budget and resource planning.

**Requirements:** 24 months experience in developing electric and gas load research analysis to support cost of service

**Position Title:** Maintenance Mechanic Helper I **Job Order #** 11015797

**Job Description:** Under close supervision, assists journeyman mechanics in performing a variety of tasks of increasing complexity and responsibility in the operation

**Requirements:** Some knowledge of tools and their uses; some understanding of the operating principles and mechanics of internal combustion engines, pumps, electric motors, etc.

**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 such as blood banking, pharmaceutical, medical devices or a hospital, preferably in QA or QC.

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**Position Title:** Snack bar Attendant-Chilis **Job Order #** 11015717

**Job Description:** Responsible for performing a variety of duties within a fast food / snack bar establishment which may include completing customer transactions, cleaning the food or stock areas.

**Requirements:** This is a non-exempt position and typically reports to the Store Manager.

**Position Title:** General Clean-Housekeeper **Job Order #** 11015643

**Job Description:** Perform scheduled preventative maintenance in guest rooms (CARE, RPM, GCPM), meeting rooms, and/or public spaces as required.

**Requirements:** Report any serious maintenance problems, unusual findings, or safety hazards immediately to the manager/supervisor.

**Position Title:** Accountant **Job Order #** 11015732

**Job Description:** The Accountant is responsible to support the IKEA store through effective management of processing recording, and reporting of all financial data

**Requirements:** 36 months experience

**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.

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**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:** 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.

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**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:** 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 #** 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

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