



Hot Jobs

in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 03/07/2014

Position Title: Water Treatment Plant Operator **Job Order #** 10483195

Job Description: This is work operating, maintaining, and repairing water purification equipment.

Requirements: One year of full-time paid experience assisting in the operation of a water treatment facility

Position Title: Contract Compliance Officer **Job Order #** 10483187

Job Description: This is a technical position monitoring all aspects of contract compliance to ensure proper and legal execution of contracts in compliance with City of St. Louis ordinances and regulations.

Requirements: A Bachelor's degree in Business Administration, Public Administration, Accounting, or related field.

Position Title: Clerk Typist I **Job Order #** 10483180

Job Description: This is work performing a variety of routine clerical support duties including data entry and typing requiring the use of a personal computer, typewriter and other office equipment.

Requirements: One year (two academic semesters) of clerical or business related courses

Position Title: Maintenance Engineer Hospitality **Job Order #** 10489002

Job Description: Maintain the entire hotel facility, including the physical building structure, all mechanical, electrical, HVAC systems, and related equipment in accordance with energy conservation and preventative maintenance program

Requirements: Ensure the upkeep of guest areas to maintain and attractive hotel.

How To Apply

Log onto **Jobs.Mo.Gov** and enter the Job Order Number in the "Search" box to learn more about these jobs, as well as thousands of additional openings throughout Missouri, all at **NO COST**. If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE Missouri Career Center representative.

SLATE MCC is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.



Francis G. Slay, Mayor

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Position Title: Skilled Equipment Maintenance Team Member **Job Order #** 10349590

Job Description: Candidates for this position should have strong industrial maintenance skills including mechanical, Electrical, hydraulics, pneumatics, and welding

Requirements: PLC troubleshooting; programming skills are plus. Two years minimum industrial maintenance experience.

Position Title: Office Assistant **Job Order #** 10376921

Job Description: Handles Customers, donation letters, and basic data entry and answering the phones.

Requirements: _____

Position Title: Weekend Worker **Job Order #** 10376912

Job Description: Job runs Friday through Monday or Fri and Sat only. Unloading and loading materials from customers

Requirements: _____

Position Title: Driver **Job Order #** 10376909

Job Description: Responsible for proper handling and loading of materials at events and sites.

Requirements: _____

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Position Title: Transportation/Logistics Manager **Job Order #** 10376907

Job Description: Responsible for loading all trucks and coordinating all types of materials to load with appropriate Manager in order to rally learn what to load for each client.

Requirements: _____

Position Title: Material Handler **Job Order #** 10376901

Job Description: Material Handler is employee who makes sure that the material coming in the warehouse is properly prepared for shipping.

Requirements: _____

Position Title: Warehouse Manager **Job Order #** 10376895

Job Description: Warehouse managers oversee the safe receipt, storage, retrieval and timely dispatch and receipt of materials

Requirements: _____

Position Title: OJT - Warehouse Worker **Job Order #** 10474499

Job Description: Putting product into and taking out of pallet racking via fork lift/picker

Requirements: Pulling and preparing orders for installation this requires a detailed person as a cubicle installation can required may parts and pieces of different sizes.

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Position Title: Customer Service **Job Order #** 10472275

Job Description: This position will somewhat evolve with our new computer system but listed are the core responsibilities.

Requirements: Reliability and punctuality is very important. Our hours are M-F 8:30-5pm.

Position Title: Chief Financial Officer **Job Order #** 10472169

Job Description: Responsible for evaluating, building and managing effective and streamlined financial and administrative infrastructure and systems needed to support the work of Cortex.

Requirements: Bachelors degree and 60 months experience

Position Title: _____ **Job Order #** _____

Job Description: _____

Requirements: _____

Position Title: _____ **Job Order #** _____

Job Description: _____

Requirements: _____

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