



Francis G. Slay, Mayor

# Hot Jobs in St. Louis

SLATE Missouri Career Center

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

Version Date: 04/04/2014

**Position Title:** OJT - Driver **Job Order #** 10531931

**Job Description:** Responsible for preparing supplies for pickups and handling all pickups scheduled through the Dispatch Dept. including unloading of materials.

**Requirements:** Must have a Class E license and be legally able to drive.

**Position Title:** OJT – Field Service Specialist **Job Order #** 10531989

**Job Description:** The Field Service Specialist is responsible for one or multiple aspects of the development, installation, start-up and service of the various equipment control systems offered by the Cogent Family of companies

**Requirements:** Minimum Associate's degree or Vocational degree with coursework related to electrical control and automation systems; Bachelor's degree preferred.

**Position Title:** OJT – General Laborer - Compound **Job Order #** 10533263

**Job Description:** Responsible for the weighing and processing of materials used at all stages of production.

**Requirements:** H.S. diploma or G.E.D. equivalency required. Previous production related experience preferred

**Position Title:** OJT – General Laborer - Resin **Job Order #** 10531937

**Job Description:** Execute proper work procedures to weigh, transport, store, sample, and load any raw material.

**Requirements:** May be required to use miscellaneous measuring, testing, or material handling equipment

## How To Apply

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**Position Title:** PARK RANGER (ARMED) **Job Order #** 10534966

**Job Description:** This is responsible security work patrolling, guarding, and protecting life and property in assigned areas of parks, recreation centers and other municipal facilities.

**Requirements:** Two years of recent full-time paid law enforcement experience AND graduation from high school

**Position Title:** RECREATION ASSISTANT **Job Order #** 10534969

**Job Description:** This is work planning, organizing, and conducting recreational and athletic activities.

**Requirements:** Graduation from high school or possession of a General Educational Development (G.E.D.).

**Position Title:** SECURITY OFFICER **Job Order #** 10534970

**Job Description:** Maintaining order and enforcing rules and regulations in any assigned area of the City Courts or any City building where the City Marshal maintains security.

**Requirements:** Two years of recent full-time paid experience in security, law enforcement or corrections AND graduation from High school. Possession of an active armed security guard license issued by the St. Louis Police Board

**Position Title:** PROGRAMMER / ANALYST II **Job Order #** 10534973

**Job Description:** Highly responsible administrative work in the Information Technology Services Agency using database and application system.

**Requirements:** A Bachelor's degree in Management Information Systems, Computer Engineering, Computer Science or a related field; and three years of full-time paid experience in the information technology field

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**Position Title:** TRADES HELPER **Job Order #** 10534975

**Job Description:** This is semi-skilled work assisting journeyman trade workers in the performance of their duties.

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

**Position Title:** Summer Jobs Case Manager **Job Order #** 10535033

**Job Description:** Performs duties necessary to facilitate enrollment, assessment, referrals and worksite visit to the Summer Jobs program at SLATE. Performs entry of customer information in databases and Toolbox 2.0 system

**Requirements:** This position requires someone who knows how to operate a computer. Background check drug testing is required for this position.

**Position Title:** Security Officers **Job Order #** 10534884

**Job Description:** Must have a current resume that reflects Security Officer Experience.

**Requirements:** Qualified candidate must have high school diploma or equivalency with at least 6 months experience as a Security Office/Guard.

**Position Title:** Subway / Loves Travel Stops **Job Order #** 10360268

**Job Description:** Make and maintain deli products in accordance with health regulations and company standards, Operate all assigned equipment (register, fuel console, etc.)

**Requirements:** Previous experience as a restaurant/gas station cashier

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**Position Title:** General Maintenance **Job Order #** 10513859

**Job Description:** Position is a PT position 29 hrs. per week for individual who can do general up keep and small repairs in areas of plumbing, electrical, painting and assembly.

**Requirements:** Certifications not needed but would be a plus if had specific credentials in one trade or previous experience.

**Position Title:** Travel Stop Cashier / Clerk **Job Order #** 10510721

**Job Description:** Consistently perform 10 steps of quality service, Demonstrates and promotes teamwork, Maintains personal grooming and appearance at all times, creates a safe environment for the store.

**Requirements:** Previous experience as a restaurant shift leader or supervisor. Count down register and cash counting skills

**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.

**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

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**Position Title:** Janitorial **Job Order #** 10510665

**Job Description:** Basic cleaning such as take out trash, vacuum, and spot clean tile floors.

**Requirements:** Must be able to work alone. Will need reliable transportation to get to work sites

**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:** Event/Site Manager **Job Order #** 10507283

**Job Description:** Looking for someone to handle the planning and implementation of our sites and events which run Friday, Saturday and Sunday at least 3 weekends a year.

**Requirements:** Completely Clean Criminal history and background Friendly Customer Service voice and attitude no matter how stressful

**Position Title:** Truck Drivers - Regional and Local **Job Order #** 10517352

**Job Description:** CLASS A CDL TRUCK DRIVERS for Local / Regional Driving--IMMEDIATE NEED!!

**Requirements:** At least 6 months commercial driving experience REQUIRED. Must have good driving record, clean MVR required.

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**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:** Customer Service Representative **Job Order #** 10520319

**Job Description:** Experience and understanding of international shipping and logistics procedures are a plus.

**Requirements:** Experience in Customer Service preferred. Must be an accomplished writer in English

**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

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**Position Title:** MANUFACTURING TECH **Job Order #** 10507336

**Job Description:** Company needs Machine Operator with solid manufacturing experience, preferably in plastic manufacturing.

**Requirements:** Send resume to [acausevic@stlworks.com](mailto:acausevic@stlworks.com). Please put in the subject line "Manufacturing Tech".

WE WOULD CONTACT QUALIFIED CANDIDATES.

**Position Title:** PHLEBOTOMIST **Job Order #** 10507352

**Job Description:** Urban Labs looking for Certified Phlebotomist with or without experience to work for physicians, Nursing homes or at patients residences

**Requirements:** Phlebotomist Certificate

**Position Title:** \_\_\_\_\_ **Job Order #** \_\_\_\_\_

**Job Description:** \_\_\_\_\_

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

**Position Title:** \_\_\_\_\_ **Job Order #** \_\_\_\_\_

**Job Description:** \_\_\_\_\_

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

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