



Hot Jobs

in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 04/18/2014

Position Title: Court Clerk III - Pos. #132 **Job Order #** 10550149

Job Description: Provide clerical support for judge in a division; serve in the courtroom; assist in preparing judge's docket

Requirements: Minimum data entry speed of 9,000 keystrokes per hour. High School diploma or equivalent.

Position Title: Court Clerk II - Pos. #087 **Job Order #** 10550145

Job Description: Process the weekly Grand Jury docket; create sub-cases; review files to determine proper issuance of warrants; make docket entries; utilize a personal computer to enter and dispose of cases

Requirements: Minimum data entry speed of 8,000 keystrokes per hour. High School diploma or equivalent.

Position Title: RECREATION SUPERVISOR II **Job Order #** 10550771

Job Description: Supervising Recreation Leaders, Assistants and recreational programs throughout City Parks, Recreation Centers, and Recreation Outpost sites.

Requirements: A Bachelor's degree in Recreation Management, Sports Management, Leisure Services or related field

Position Title: Health/Physical Education Instructor **Job Order #** 10550289

Job Description: Functions as an instructor in a classroom setting providing instruction and training in the areas of Health/Physical Education.

Requirements: A Bachelor Degree in Physical Education and two years of teaching experience on Physical Education, preferably at the secondary level.

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.



Francis G. Slay, Mayor

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 04/18/2014

Position Title: Program Director I - Sports team **Job Order #** 10541048

Job Description: Manage Adult and Youth YMCA sports programs, teens and related Day camps.

Requirements: Prefer BS degree or equivalent with emphasis on Physical Education.

Position Title: OJT – Database Analyst **Job Order #** 10551137

Job Description: Analyzes raw data for products in a variety of formats to determine how best to transform it to the Microsoft products or web data structure

Requirements: Bachelor degree or equivalent; and two to four years related experience and/or training; or equivalent combination of education and experience.

Position Title: OJT – Salvage Claims Coordinator **Job Order #** 10552265

Job Description: Provides assistance to the Claims Manager in support of managing new salvage claims, following up on existing claims, and performing other tasks as assigned.

Requirements: Qualified candidates must submit a resume to Jacinda Eaton at jeaton@innovativeclaims.com

Position Title: OJT – Dispatch Claims Coordinator **Job Order #** 10552267

Job Description: The Claims Coordinator provides assistance to the Claims Manager in support of dispatching new claims, following up on existing claims, and performing other tasks as assigned.

Requirements: Qualified candidates must submit a resume to Jacinda Eaton at jeaton@innovativeclaims.com

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

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 04/18/2014

Position Title: OJT – Communications Professional **Job Order #** 10543268

Job Description: The position is responsible for the planning, organization, execution, and management of the Organization's overall communications strategy.

Requirements: Please send a detailed letter of interest and resume to jjacks@biostl.org with "Communications Professional" in the subject line

Position Title: OJT–Business Development Manager-Automotive **Job Order #** 10550386

Job Description: Seeking an Automotive Sales (BDM) with extensive auto experience (ex. selling indirectly to the industry or to the industry products and services)

Requirements: 2-5 years + sales experience in Direct Mail required. Automotive sales experience strongly preferred

Position Title: OJT – Business Development Manager **Job Order #** 10546771

Job Description: The Business Development Manager (BDM) at Abstrakt Marketing Group requires an experienced, competitive, and hard working sales candidate who will help Abstrakt expand in focused niches across the country.

Requirements: 1-3 years of previous sales success calling in a B2B environment or Business Growth Company

Position Title: OJT – Partner Sales Representative **Job Order #** 10546763

Job Description: Responsibilities include managing a "pipeline" process of different levels of targeted contacts, assistance in designing and creating a client database

Requirements: Relationship building skills; ability to establish professional rapport with decision makers over the phone.

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

Hot Jobs

in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 04/18/2014

Position Title: Engineering Field Technicians **Job Order #** 10544898

Job Description: SCI is looking for self-motivated and responsible individuals to perform quality control testing of soil, concrete, and other construction materials at construction sites in the St. Charles and Union areas.

Requirements: Must have high school diploma, reliable transportation and enjoy working outside. Experience preferred but we train fast learners.

Position Title: STATIONARY ENGINEER **Job Order #** 10543090

Job Description: This is skilled mechanical work operating steam powered plants or electrified pumping units (4600 H.P.) and related equipment in two large pumping stations.

Requirements: Possession of a current Stationary Engineer's License (Class I) issued by the City of St. Louis; and two years of recent full-time paid experience in the operation of high pressure boilers

Position Title: Security Guard-Ballpark Village **Job Order #** 10544904

Job Description: Full time and Part time Security Guards for Ball Park Village.

Requirements: Must hold a valid security license or have ability to obtain a state security license.

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

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

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 04/18/2014

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: 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: Summer Jobs Case Manager-Fiscal Dept **Job Order #** 10543303

Job Description: Maintains, compiles and monitors Fiscal Department paperwork and files per guidelines and eligibility

Requirements: Part-time position 29-35 hours weekly.

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

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 04/18/2014

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

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

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

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 04/18/2014

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.

Position Title: Facilities Manager **Job Order #** 10543286

Job Description: Analyze information and work with management to make decisions based on needs and budget.

Requirements: Bachelors degree and 36 months experience

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

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

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 04/18/2014

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. Please put in the subject line "Manufacturing Tech". WE WOULD CONTACT QUALIFIED CANDIDATES.

Position Title: PHLEBOTOMIST **Job Order #** 10555018

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: _____

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.