



# Hot Jobs

*in St. Louis*

SLATE Missouri Career Center

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

Version Date: 05/02/2014

**Position Title:** Housing Development Analyst      **Job Order #** 10569776

**Job Description:** This is responsible financial/administrative work in a variety of housing rehabilitation projects and new housing construction to develop rental and for-sale housing opportunities.

**Requirements:** A Bachelor's degree in Business or Public Administration, Urban Planning and Design, Real Estate, Finance, Accounting, or a closely related field.

**Position Title:** Licensed Practical Nurse      **Job Order #** 10569784

**Job Description:** This is entry-level nursing work responsible for providing practical nursing care for an assigned city public health program.

**Requirements:** Graduation from a state accredited school of Practical Nursing or completion of a comparable period of training as determined by the Missouri State Board of Nursing.

**Position Title:** Programmer / Analyst III      **Job Order #** 10569791

**Job Description:** This is an advanced-level Information Technology position responsible for completing complex programming and analyst duties/projects such as the development.

**Requirements:** A Bachelor's degree in Computer Science, Management Information Systems, Computer Engineering, or a related field.

**Position Title:** Legal Secretary      **Job Order #** 10569794

**Job Description:** This is work providing secretarial support requiring familiarity with appellate briefs, subpoenas, trial court memoranda, ordinances, contracts, and other general legal correspondence

**Requirements:** At least two years of recent full-time paid experience providing secretarial support for attorneys in a private law firm, governmental agency, or other business setting.

## How To Apply

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Francis G. Slay, Mayor

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Version Date: 05/02/201

**Position Title:** Program Coordinator **Job Order #** 10569802

**Job Description:** A Program Coordinator has responsibility for administering a department's program(s) or projects, and developing program policies, procedures, guidelines and financial controls.

**Requirements:** LAST DATE FOR FILING APPLICATION IS MAY 9, 2014. Applications can be submitted on the Internet. Visit the City web site at <http://stlouis-mo.gov>

**Position Title:** Food and Beverage Manager **Job Order #** 10572290

**Job Description:** Basic accounting skills for conducting inventories, scheduling staff, cash controls, loss prevention, analyzing monthly P&L statements, pricing menus, food and alcohol.

**Requirements:** Certified in or ability to pass ServeSafe food sanitation course and TIPS/TABC training.

**Position Title:** Hotel Maintenance Engineer **Job Order #** 10572300

**Job Description:** Ensure that scheduled quality assurance and/or perfect room maintenance is completed according to assignments and schedules set by Engineer.

**Requirements:** Technical, operational and repair proficiency in a building trade such as General Maintenance, HVAC,

**Position Title:** Hotel Controller **Job Order #** 10572293

**Job Description:** The Controller will manage all accounting functions, cash control and revenue reporting for the Hotel

**Requirements:** Bachelor Degree in Accounting, Finance, or Business Administration

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**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.

**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:** 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

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**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

**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:** Skilled Equipment Maintenance Team Member **Job Order #** 10572264

**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:** Weekend Worker **Job Order #** 10560501

**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.

**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

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**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 #** \_\_\_\_\_

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

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

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