



Francis G. Slay, Mayor

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 05/09/2014

Position Title: Assistant Kitchen Manager **Job Order #** 10581761

Job Description: Uphold consistent product and service standards of the highest quality

Requirements: 2-3 years experience of managing kitchen staff and working with inventory and food ordering

Position Title: Ball Park Village - Servers **Job Order #** 10581760

Job Description: The server position will be responsible for taking food and beverage orders from the guest and serving the food and beverage orders.

Requirements: Must provide past adequate restaurant experience. Be courteous, pleasant, and good natured.

Position Title: Cook- Bud Brewhouse **Job Order #** 10581759

Job Description: Assist in maintaining a clean and tidy environment. Perform more than one task at a time.

Requirements: Communicate effectively. Be courteous, pleasant and good natured.

Position Title: Assistant General Manager **Job Order #** 10581758

Job Description: Control the day-to-day operations of the venue within the policies and guidelines set forth by the company.

Requirements: Must thrive & have 1-3 years leadership experience in a fast paced work environment

How To Apply

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Position Title: Marketing Intern- BPV-Cordish **Job Order #** 10581755

Job Description: Have a firm knowledge of social media and best practices related to social media use

Requirements: MUST be able to be a creative problem solver and think outside the box.

Position Title: IT Support Specialist **Job Order #** 10581752

Job Description: The IT Support Specialist is responsible for providing direct helpdesk and information systems

Requirements: High school diploma or GED with proficient computer skills including but not limited to software application and operating systems.

Position Title: Executive Chef **Job Order #** 10581709

Job Description: Work with Director of Events to develop appropriate menus for event spaces and off site catering.

Requirements: Minimum 5-7 years experience as Chef or Sous Chef.

Position Title: Office Associate (Operations) **Job Order #** 10581594

Job Description: Perform administrative support work of considerable variety and varying complexity that requires independent judgment, prioritization, and management of responsibilities

Requirements: Graduation from high school or equivalent, including or supplemented by course work in keyboarding

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Position Title: Court Clerk II - Pos. #077 **Job Order #** 10576550

Job Description: Perform technical clerical work in the Criminal/Traffic- Metro Link Initiation & File Information Department

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

Position Title: Inventory Control Specialist/ Technician I **Job Order #** 10576537

Job Description: This is an examination for two inventory control job classes with the City of St. Louis. Inventory Control Technicians stock

Requirements: Two years of recent full-time paid inventory control experience in a large warehouse or storeroom.

Position Title: Neighborhood Development Executive **Job Order #** 10576485

Job Description: Incumbent will plan, organize, direct, and supervise the work of professionals engaged in activities to stabilize and revitalize City wards.

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

Position Title: COMPUTER OPERATOR II **Job Order #** 10576478

Job Description: This is work operating an IBM mainframe computer (IBM VSE) and related peripheral equipment such as printers

Requirements: At least two years of full-time paid experience using IBM VM and VSE operating systems on a mainframe computer and peripheral equipment.

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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: 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.

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.

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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

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.

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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

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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: 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

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

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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: 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: _____

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