



Francis G. Slay, Mayor

# Hot Jobs in St. Louis

SLATE Missouri Career Center

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

Version Date: 05/16/2014

**Position Title:** Ball Park Village - Host **Job Order #** 10583925

**Job Description:** Responsible for initial welcome, greeting, and seating of guests, answering the phones, taking messages, and reservations

**Requirements:** Qualified candidates should have some experience in a fast-paced nightclub atmosphere

**Position Title:** Ball Park Village - Banquet Servers **Job Order #** 10583931

**Job Description:** Banquet servers set up for events, carry trays, serve guests and clean up at the event's conclusion

**Requirements:** Banquet servers must adhere to health and safety standards at all times, even when closing down at the end of the event

**Position Title:** Ball Park Village - Bar back **Job Order #** 10584004

**Job Description:** Bar backs assist bartenders throughout their shift. This is an entry-level position.

**Requirements:** This position doesn't require many years of experience, and is a great first job for a college student.

**Position Title:** Professional Bull Riders Restaurant Manager **Job Order #** 10584009

**Job Description:** Assist with controlling operations of PBR within the policies and guidelines set forth by the company

**Requirements:** Qualified candidates should have 1-3 years of experience in restaurant/bar venues and have an energetic and enthusiastic personality.

## How To Apply

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**Position Title:** Janitor **Job Order #** 10589843

**Job Description:** Need to be courteous, professional appearance and self starters.

**Requirements:** Experience in hotel or hospital preferred. Clean police check and we also do post offer drug screening

**Position Title:** Manager Governance & Board Relations **Job Order #** 10593206

**Job Description:** Provide administrative support to the CEO and Board. Assist with association governance

**Requirements:** Ability to quickly learn new technology (association management software, email marketing program)

**Position Title:** Marketing Coordinator Part Time **Job Order #** 10591433

**Job Description:** The marketing coordinator plays an integral role in promoting a multifaceted product line, consisting of seminars, conferences, technical sessions, webinars, and special events relating to the accounting profession.

**Requirements:** Excellent verbal and written communication Skills

**Position Title:** Enterprise Security Architect **Job Order #** 10593321

**Job Description:** Assist the Director, Information Cyber Security in maintaining a robust cyber security program

**Requirements:** 99 months experience and Bachelors degree

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**Position Title:** Director Cyber Security **Job Order #** 10593346

**Job Description:** The Director Information Cyber Security is responsible for directing the enterprise-wide definition

**Requirements:** Bachelor's degree from Computer Science, Management Information Systems, Business Administration

**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.

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**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

**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.

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**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

**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.

**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.

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**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 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 #** 10595976

**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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