



Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 05/23/2014

Position Title: HVAC - Maintenance Level 3 **Job Order #** 10596077

Job Description: Learn operation of equipment, train line leads for operation, SOP creation, and train other maintenance personnel for changeovers and operation for backup

Requirements: Strong knowledge and proven ability to work with equipment condensers, AC and cooler HVAC systems

Position Title: Warehouse / Driver **Job Order #** 10596085

Job Description: Perform various warehouse functions put away stock, fill order, maintenance as assigned.

Requirements: Knowledge of filter and / or fastener products a strong plus capabilities. Verbal and written skills, detail oriented.

Position Title: BUILDING INSPECTOR I **Job Order #** 10603640

Job Description: This is work performing a wide variety of residential construction inspections to insure compliance with City building and zoning codes.

Requirements: One year of recent full-time paid experience working in building inspection and code enforcement, fire safety and prevention

Position Title: PAYROLL SPECIALIST II **Job Order #** 10603642

Job Description: This is advanced clerical work responsible for processing payroll and confidential personnel documents.

Requirements: Three years of recent full-time paid clerical/office experience processing payroll.

How To Apply

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Position Title: PROGRAM WORKER I **Job Order #** 10603644

Job Description: The incumbent will provide information and assistance to seniors, caregivers, adults with disabilities, and professionals seeking services

Requirements: Prior experience in the Senior Community Service Employment Program and considerable clerical and customer service skill including familiarity with the Microsoft Office Suite of programs.

Position Title: COMMUNITY DEVELOPMENT SPECIALIST I **Job Order #** 10603650

Job Description: Incumbents in this position monitor community development housing programs and/or projects for implementation and compliance with existing standards

Requirements: A Bachelor's degree in Business or Public Administration, Urban Planning, Political Science, Economics, Accounting, or a related field.

Position Title: POLICE DISPATCHER I (TRAINEE) **Job Order #** 10603652

Job Description: This is a Dispatcher Trainee position with the St. Louis Metropolitan Police Department.

Requirements: One year of recent full-time paid dispatching experience

Position Title: Event Coordinator **Job Order #** 10605728

Job Description: Responsible for all coordination between assigned clients and the Centers in-house departments

Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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Position Title: Executive Assistant **Job Order #** 10607198

Job Description: Coordinate and attend critical Executive Team meetings to document action items and decision ownership

Requirements: BA/BS preferred 5 or more years of work experience as an Executive Assistant

Position Title: Ball Park Village - Busser-Runner **Job Order #** 10607204

Job Description: Organized tables efficiently without making noise Served water and refilled glasses as and when needed

Requirements: 12 months experience

Position Title: Janitor-(FBMI) **Job Order #** 10607205

Job Description: Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.

Requirements: 24 months experience and must lift over 75 lbs

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

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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.

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

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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

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

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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

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.

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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: 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: 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: 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 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.

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.

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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

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.

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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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