



Francis G. Slay, Mayor

# Hot Jobs in St. Louis

SLATE Missouri Career Center

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

Version Date: 06/20/2014

**Position Title:** Seamstress **Job Order #** 10642634

**Job Description:** Operate or tend sewing machines to join, reinforce, decorate, or perform related sewing operations in the repair of garment to products.

**Requirements:** They must be able to use a blind stitch machine , serger, commercial sewing machine, do fittings, put in zippers.

**Position Title:** Court Clerk II - Pos. #100 **Job Order #** 10641429

**Job Description:** Explain to litigants the procedures for filing and issuing all forms and pleadings necessary for Adult Abuse/Child Protection petitions

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

**Position Title:** Security **Job Order #** 10641413

**Job Description:** The successful candidate needs to be MATURE, over 21 for licensure, excellent customer service and communication, able to think on their feet, computer literate.

**Requirements:** Will be CPR certified and AED certified if not already. Previous experience/licensure in Security is very helpful. Ability to pick up additional shifts if desired

**Position Title:** Youth Facilitator **Job Order #** 10641356

**Job Description:** This position implements the facilitation, monitoring, documenting and reporting of youth program activities

**Requirements:** Must have a high school diploma or GED, or equivalent experience. Associates Degree preferred.

## 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.*



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**Position Title:** Groundskeeper **Job Order #** 10639514

**Job Description:** Will work on small courtyards, gardens with residents as well as being responsible for planting

**Requirements:** Experience in landscaping, nursery sales/maintenance required.

**Position Title:** Civil Engineer I **Job Order #** 10639524

**Job Description:** Areas of specialization include construction management/inspection, design, and project management.

**Requirements:** A Bachelor's degree in Civil Engineering or a directly related field from a nationally accredited college or university approved by the Accreditation Board for Engineering and Technology (ABET).

**Position Title:** Electrician **Job Order #** 10637984

**Job Description:** Install, maintain, and repair electrical wiring, equipment, and fixtures.

**Requirements:** 1 - 3 years experience. Residential wiring. Pulling wire, splitting switches as single pole, 3-way, and 4-way.

**Position Title:** Administrative Assistant **Job Order #** 10637963

**Job Description:** Preparing students in grades nine through twelve by providing an excellent foundation in academics, broad exposure to the construction industry, and relevant career and technical education.

**Requirements:** The Administrative Assistant will possess excellent communication and organizational skills, be proficient with Word, Excel and Outlook, School Information Systems (SIS)

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**Position Title:** Radio Sales Account Executive      **Job Order #** 10637336

**Job Description:** The purpose of this position is to continue to add new clients on the radio and corporate sales side, and increase revenue on both the radio and corporate sales overall budget.

**Requirements:** B.A. degree in Communications, Broadcast, Sales, Marketing or related field.

**Position Title:** Front Office Supervisor      **Job Order #** 10634131

**Job Description:** The Supervisors provide check-in and check-out services, Hotel information services, service recovery when necessary, internal and external telephone services

**Requirements:** The Front Desk Supervisor is "guest service central" in the Hotel.

**Position Title:** Manager Retail Operations      **Job Order #** 10634088

**Job Description:** Plan, organize, and manage all store operations including merchandising of products and the store itself

**Requirements:** Bachelor's Degree in Business or related degree, 8-10 years retail management experience.

**Position Title:** Safety and Emission Inspector      **Job Order #** 10615312

**Job Description:** Complete state-regulated inspections on guest vehicles and inform the guest of any areas of non-compliance

**Requirements:** Please e-mail resume to Asher Rhora at [a1asher@sbcglobal.net](mailto:a1asher@sbcglobal.net)

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**Position Title:** Truck Drivers - Regional and Local      **Job Order #** 10642709 & 10642717

**Job Description:** Straight trucks, Dump trucks, and some seasonal driving. CLASS B and CLASS A

**Requirements:** At least 6 months commercial driving experience REQUIRED. Must have good driving record

**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

**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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