



Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 06/27/2014

Position Title: OJT – Industrial Maintenance Mechanic **Job Order #** 10543213

Job Description: Maintain production and quality by ensuring operation of machinery and mechanical equipment.

Requirements: Own tools, Job knowledge, Equipment maintenance, Technical understanding, Welding, Able to read schematics

Position Title: OJT – Tire Retread Technician **Job Order #** 10655764

Job Description: Perform retreading functions for light and medium truck, bus and specialty tires.

Requirements: Previous manufacturing experience is helpful/preferred but not required.

Position Title: OJT – Business Development Manager **Job Order #** 10642983

Job Description: The BDM will take ownership of a specific industry niche as assigned and expand Abstrakt's products and services nationwide.

Requirements: 1-3 years of previous sales success calling in a B2B environment or Business Growth Company

Position Title: OJT – Partner Sales Representative **Job Order #** 10624948

Job Description: Prospect, develop and enhance existing and new client relationships via inbound and outbound calls

Requirements: Must work well in a team environment and maintain adherence to all company policies and procedures

How To Apply

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Position Title: OJT – Shipping & Receiving Foreman **Job Order #** 10653086

Job Description: Oversees the daily operation of the warehouse with responsibility for processing, receiving, order filling, shipping, and other support functions

Requirements: Associate's Degree or equivalent experience. Multiple years of demonstrated leadership/supervisory experience in shipping and receiving operations

Position Title: OJT – General Laborer - Compound **Job Order #** 10658510

Job Description: Execute proper work procedures to weigh, transport, store, sample, and load any raw material.

Requirements: H.S. diploma or G.E.D. equivalency required. Previous production related experience preferred.

Position Title: OJT – Shipping & Receiving Clerk/Archive Assistant **Job Order #** 10649293

Job Description: Unpack and examine items received, verify against packing slips, and deliver or store where appropriate

Requirements: High School Diploma or GED, with shipping and receiving experience preferred

Position Title: OJT – Truck Mechanic **Job Order #** 10637800

Job Description: Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups.

Requirements: Previous Mechanic experience. Knowledge of practical application of engineering science and technology

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Position Title: OJT – Tire Specialist **Job Order #** 10637797

Job Description: Maintain necessary stock of tires. Determine when tires need to be rotated and/or removed.

Requirements: Previous shop experience, tire knowledge, Knowledge of machines and tools

Position Title: OJT – Marketer/Networker **Job Order #** 10655653

Job Description: Builds relationships with referral sources via presentations, face to face contacts, phone calls, meetings, etc. in an effort to increase revenue through direct referrals.

Requirements: Strongly recommend college degree in Business, Marketing or Health Care, along with two years related experience and/or training.

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.

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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.

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).

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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)

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.

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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

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

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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: 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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