



Francis G. Slay, Mayor

Hot Jobs

in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 10/03/2014

Position Title: Trading Service Rep I **Job Order #** 10830586

Job Description: Provides quality customer service, being a front line problem solver, addressing issues, trading strategies

Requirements: 6+ month's customer service experience. Demonstrated attention to detail.

Position Title: Quality Assurance Analyst I **Job Order #** 10830580

Job Description: Assists in the creation, preparation, and conduct of quality assurance reviews and the development and execution of the test plans and test scripts.

Requirements: 6+ months IT experience. Proficient in use of Microsoft Office

Position Title: Attorney III **Job Order #** 10830526

Job Description: Under general direction, perform work of considerable difficulty in providing professional legal counsel involving independent judgment and latitude in making independent decision.

Requirements: Must possess a valid driver's license issued by the state in which the employee resides.

Position Title: Phlebotomist Req#36050 **Job Order #** 10830490

Job Description: Part time 22 hrs. per week

Requirements: Monday and Thursday/Webster Groves location 8-12noon then 1- 4pm/Kirkwood location. Weds/ St Louis location 8:30-4pm.

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.



Francis G. Slay, Mayor

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 10/03/2014

Position Title: Shift Manager **Job Order #** 10829538

Job Description: Assigns work responsibilities, schedules to ensure all shifts are covered.

Requirements: Requires 1 year of job related experience in low volume or multi unit food and beverage or merchandise operations or other related management experience.

Position Title: CDL A Driver **Job Order #** 10828654

Job Description: We are an owner operator company looking for a Class A CDL Driver with at least 2 years verifiable experience.

Requirements: This is a regional job with some local driving. You will be home at least every weekend and possibly more often.

Position Title: Warehouse Packer **Job Order #** 10822442

Job Description: The main responsibilities of this position are to read an invoice and fill the daily orders extremely accurate and efficiently.

Requirements: No calls please www.sunfarmfs.com to apply for this position

Position Title: Construction Equipment Operator II **Job Order #** 10828635

Job Description: This is skilled work in the operation and maintenance of heavy construction equipment such as: cable, cranes, crawler loaders, backhoes, vacuum trucks, bulldozers, road graders,

Requirements: Employee will be required to keep detailed records of all work performed. 3 years of recent full-time paid experience in the operation of heavy construction equipment

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.



Francis G. Slay, Mayor

Hot Jobs

in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 10/03/2014

Position Title: Mechanical Maintenance worker **Job Order #** 10828638

Job Description: This is skilled mechanical maintenance work. Responsibilities may include performing maintenance on high pressure boilers, air handling units, cooling towers, large steam pipes

Requirements: Four years of recent full-time paid experience installing, repairing, and maintaining high and low pressure steam boilers and pumping systems

Position Title: MACHINIST **Job Order #** 10828642

Job Description: This is skilled work as a journeyman-level machinist.

Requirements: Completion of a recognized trade school program in the machinist field, and at least one year experience as a journeyman level machinist.

Position Title: Video Production Specialist **Job Order #** 10828645

Job Description: This is specialized work assisting in the production of informational programs for City of St. Louis local government access channel, STL TV (formerly Channel 10)

Requirements: A Bachelor's degree in a Communications-related field; and one year of full-time paid video/TV production

Position Title: Testing Coordinator and Scheduler **Job Order #** 10828468

Job Description: Testing Coordinator and Scheduler; multiple locations full time Maryland Heights. #564543 & Peer Review Scheduling Coordinator – Multiple Locations – Full Time – Maryland Heights #567522

Requirements: _____

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.



Francis G. Slay, Mayor

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 10/03/2014

Position Title: Customer Service Representatives **Job Order #** 10828456

Job Description: Respond to complex customer calls, Benefit and Eligibility information, Billing and Payment issues

Requirements: Constantly meet established productivity, schedule adherence, and quality standards

Position Title: Caregivers - Hourly and Live-In **Job Order #** 10797328

Job Description: Hospital to Home care to assist clients who have been recently hospitalized with their recovery and getting back on their feet

Requirements: High School Diploma

Position Title: Customer Care Assistant Part-Time **Job Order #** 10822346

Job Description: Calls for emergency service, and questions about service, Handle customers complaints and inquiries

Requirements: This position requires a person with a courteous, positive attitude who knows the value of cooperation and empathy is essential.

Position Title: Hospital Service Representative **Job Order #** 10821146

Job Description: UHS seeking part time (nights/weekends) looking for patient friendly person to help deliver medical equipment inside DePaul Health Center.

Requirements: Must be self motivated, have strong attention to detail, basic computer skills and previous work in a hospital

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.



Francis G. Slay, Mayor

Hot Jobs

in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 10/03/2014

Position Title: Systems Development Specialist **Job Order #** 10808175

Job Description: Advanced level technical position serving as the lead employee over a team of technical support specialists who provide primary support for the City's Police Department's.

Requirements: A Bachelor's degree in Information Technology, Computer Science, Mathematics, Engineering or a related field

Position Title: Customer Service Manager **Job Order #** 10815161

Job Description: Managerial position responsible for directing the operations of the Citizens' Service Bureau and assisting with the management and supervision of the Neighborhood Stabilization Team.

Requirements: A Bachelor's degree in Business Administration, Public Policy Administration, Urban Affairs, or a related field

Position Title: SECRETARY I **Job Order #** 10815158

Job Description: This is work providing basic secretarial support to professional staff, supervisors, and administrators, including typing, filing, and receptionist duties.

Requirements: At least two years of recent full-time paid secretarial/clerical experience.

Position Title: Utility Clerk **Job Order #** 10820896

Job Description: Operate office support machines and equipment Perform clerical duties.

Requirements: Must be a minimum of 18 years of age. Must have a valid driver's license.

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.



Francis G. Slay, Mayor

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 10/03/2014

Position Title: Certified Nursing Assistant **Job Order #** 10821005

Job Description: Current Nursing Assistant Certification and BCLS Certification.

Requirements: Completion of course for nursing assistants. Minimum six months experience in acute or long term care facility.

Position Title: Mechanical Assembly **Job Order #** 10828617

Job Description: Reading blueprints & schematic drawings, measuring equipment, Operating Drill Press

Requirements: High school diploma/GED equivalent, strong mechanical aptitude necessary. Qualified candidates have to apply on www.extrahelpinc.com

Position Title: Unit Secretary- PRN Days **Job Order #** 10821107

Job Description: Energetic individual to help assist patients and families with orientation to the unit, identifying their needs, and ensuring that proper resources are applied.

Requirements: Assist our staff and physicians in the maintenance of the nursing station and medical records.

Position Title: BJC healthcare job fair **Job Order #** 10822314

Job Description: Friday, October 10th from 9 am to 12 pm, SLATE Office, 1520 Market Street 3rd fl., St. Louis, MO 63103

Requirements: Two forms of government-issued ID, business casual attire, and your resume are required.

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.



Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 10/03/2014

Position Title: OJT - Administrative Services Coordinator **Job Order #** 10822353

Job Description: Welcome on-site visitors, determines nature of business, and announces visitors

Requirements: Bachelors Degree required, Proficient in Microsoft Office products including Excel, Outlook, Word and PowerPoint

Position Title: OJT – MIG/TIG Welder **Job Order #** 10822313

Job Description: Clamp, hold, tack-weld, heat-bend, grind and/or bolt component parts to obtain required configurations

Requirements: High school diploma or equivalent At least 12 months of previous welding experience

Position Title: OJT – Partner Sales Representative **Job Order #** 10718618

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

Position Title: OJT – Logistics Coordinator/Broker **Job Order #** 10794731

Job Description: Customer service- Handle calls/email, schedule shipments, problem resolution, and effective interpretation of customer request.

Requirements: Knowledge in Microsoft Office, previous customer service experience

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.



Francis G. Slay, Mayor

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 10/03/2014

Position Title: CASINO CASHIER/HOST **Job Order #** 10803819

Job Description: Provides fast, friendly, professional and responsive customer service to restaurant guests and restaurant staff.

Requirements: Previous customer service experience in a high volume operation prefer

Position Title: Regulatory Paralegal **Job Order #** 10800625

Job Description: Assist in responding to requests for information from regulatory agencies. Draft and proofread legal documents

Requirements: Bachelors degree and 84 months experience

Position Title: Call Center Intern **Job Order #** 10789248

Job Description: The main purpose of this position is to learn about and assist with essential operational functions of our Asia-Pacific business.

Requirements: Must be able to speak Mandarin-Written, Mandarin-Spoken, English-Spoken and English-Written.

Position Title: Engineer Co-op **Job Order #** 10793165

Job Description: The co-ops will support the project management, construction engineering, and project controls organization by observing construction activities associated with transmission line

Requirements: Travel will likely be required for some assignments

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.



Francis G. Slay, Mayor

Hot Jobs

in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 10/03/2014

Position Title: IT Manager **Job Order #** 10787964

Job Description: The IT Manager is responsible for the overall planning, organizing, and execution of all IT functions at the agency.

Requirements Bachelor's degree

Position Title: Maintenance Technician **Job Order #** 10801169

Job Description: Maintain, repair and troubleshoot very complex blow molding equipment and other high speed manufacturing equipment including conveyor systems palletizing, compressors, and chillers

Requirements: The minimum requirements for position are a solid work history including three years in manufacturing, a high school education and basic computer skills in a Windows environment.

Position Title: Truck Drivers - Regional and Local **Job Order #** 10743329 & 10743330

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

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.