



Francis G. Slay, Mayor

Hot Jobs in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 10/17/2014

Position Title: Associate Engineer **Job Order #** 10864888

Job Description: Design storm water and sanitary sewers; review plans for sewerage and drainage facilities to insure compliance with regulations and engineering design requirements.

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

Position Title: Assistant Engineer **Job Order #** 10864881

Job Description: May provide technical engineering support to other divisions of the Operations Department.

Requirements: Two years of progressively responsible related engineering experience.

Position Title: Lab Assistant/Data Entry **Job Order #** 10860121

Job Description: As an entry level position this opening offers the opportunity to gain knowledge and experience in working in a clinical laboratory.

Requirements: This is a full time, benefited position working from 6pm to 2:30am.

Position Title: Program Director **Job Order #** 10860258

Job Description: Responsible for planning, organizing, directing and controlling the management and delivery of quality client service and related administrative support activities

Requirements: Must hold current Missouri certification or licensure, or be eligible for same within 1 year of hire, minimum Master's degree in a mental health or criminal justice related discipline

How To Apply

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Position Title: Seasonal Administrative Assistant **Job Order #** 10860057

Job Description: Strong computer and word processing skills; 60wpm typing with accuracy.

Requirements: Administrative or Secretarial coursework/degree preferred. Strong verbal/written communication and interpersonal skills

Position Title: DELIVERY DRIVER **Job Order #** 10859997

Job Description: Do you enjoy working outside and consider yourself to be customer service driven?

Requirements: Persons selected must pass drug screening, background and driving record check before starting work.

Position Title: Administrative Assistant II **Job Order #** 10863007

Job Description: Provides administrative/secretarial support for the department such as answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries.

Requirements: Qualifications include a minimum of a high school diploma or GED and at least five years of business/administrative experience.

Position Title: STATIONARY ENGINEER **Job Order #** 10859352

Job Description: This is skilled mechanical work operating steam powered plants or electrified pumping units

Requirements: Possession of a current Stationary Engineer's License (Class I) issued by the City of St. Louis

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Position Title: Public Information Officer I **Job Order #** 10859350

Job Description: This is professional work providing public relations, customer service, and event management support for department of St. Louis City government.

Requirements: A Bachelor's degree in Journalism, Public Relations, Communications, or a related field,

Position Title: Public Health Nurse II **Job Order #** 10859348

Job Description: Incumbents may perform health related investigations; provide client care, counsel patients on prevention in areas such as STD including HIV, Immunizations

Requirements: A Bachelor's degree from an accredited school of nursing, current license as a Registered Nurse

Position Title: Operations Manager **Job Order #** 10851035

Job Description: To be the financial/operational/administration subject matter expert, partnering with the Store Management

Requirements: Bachelors degree and 60 months of experience.

Position Title: Site Human Resources Manager **Job Order #** 10851029

Job Description: Take ownership and help guide the location operational results through Human Resource Key

Requirements: Bachelors Degree in Business or Human Resources, or other related fields

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Position Title: OJT – Accounting Manager **Job Order #** 10861499

Job Description: Prepare the company's payroll in accordance with applicable wage/hour and tax laws

Requirements: Bachelor's Degree in Accounting or Finance. Minimum five-year accounting experience

Position Title: OJT – Luxury Auto Sales Consultant **Job Order #** 10860162

Job Description: Working as a key member of our team, the Automotive Sales Consultant is a well-informed adviser who is extremely knowledgeable on vehicle

Requirements: Negotiation expertise, High school diploma or GED required; post secondary education or coursework desired

Position Title: OJT – Internet Sales Manager **Job Order #** 10860157

Job Description: Recruits highly professional sales representatives who share our company's standards of excellence and ethics

Requirements: High school diploma or GED required; post secondary education or coursework desired

Position Title: OJT – Circuit Board Assembler **Job Order #** 10845310

Job Description: Perform manual assembly during the small-scale production of electronic components

Requirements: High school diploma or equivalent is required, Small hand assembly experience

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Position Title: Operations Manager **Job Order #** 10851035

Job Description: Manage the staff and activities of the Operations department, including recruitment, coaching, mentoring, training, scheduling and performance management

Requirements: Bachelors degree and 60 months experience

Position Title: Site Human Resources Manager **Job Order #** 10851029

Job Description: As a member of the Location Management Team, establish HR business objectives to support and contribute to the development of the locations operational goals and business plans

Requirements: Bachelors Degree in Business or Human Resources, or other related fields

Position Title: Mechanic/Welder **Job Order #** 10849127

Job Description: Welding and commercial truck equipment hydraulics no experience required will train

Requirements: Benefits; retirement, vacation, health insurance, holidays

Position Title: Systems Administrator **Job Order #** 10843478

Job Description: Determines operational requirements by identifying PC workload requirements; analyzing processes and procedures; measuring physical layout requirements.

Requirements: U.S. Citizen must be able to receive a government Secret clearance

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Position Title: Secure Network SME **Job Order #** 10843476

Job Description: Ability to provide network engineering support for a broad range of initiatives.

Requirements: Duty hours are Mon Fri, 7:30 to 4:30. Some travel is required

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: 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.

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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: _____

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.

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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: 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

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