



Francis G. Slay, Mayor

Hot Jobs

in St. Louis

SLATE Missouri Career Center

www.jobs.mo.gov

Version Date: 10/24/2014

Position Title: Lab Tech **Job Order #** 10869279

Job Description: Under direction, perform routine chemical, biological and physical analyses of samples collected from streams, industries, wastewater treatment plants, sludge and other potential sources of pollution

Requirements: Considerable knowledge of modern test procedures, laboratory methods, techniques and equipment

Position Title: Service Center Intern **Job Order #** 10868381

Job Description: Assist in the maintenance and administration of the Workforce Management software used to generate call volume forecast, staffing requirements and associates weekly schedules

Requirements: Basic level proficiency with Microsoft Word, Excel, PowerPoint and Outlook. Ability to multitask and meet deadlines

Position Title: Tow Truck Operator **Job Order #** 10867807

Job Description: Incumbent will respond to police calls, accidents, arrests, stolen vehicles, and illegally parked cars.

Requirements: Some recent full-time paid experience in the operation of a tow truck. Qualifying experience must have been in the last five years. Must possess a valid Commercial Driver's License (Class A or B)

Position Title: Forestry Supervisor **Job Order #** 10867801

Job Description: This is work planning, organizing and supervising crews involved in planting, removing and trimming of trees and stump grinding throughout the City, including park trees.

Requirements: Four years of recent experience in arboriculture or a related tree maintenance profession including at least two years of experience supervising crews in professional care and maintenance of trees.

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.

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Position Title: Video Production Specialist **Job Order #** 10867799

Job Description: Technical Production duties include remote/studio camera operation, use of control room and video editing computer equipment, use of computerized animation/graphics

Requirements: A Bachelor's degree in a Communications-related field; and one year of full-time paid video/TV production experience, such as operation of cameras and editing equipment

Position Title: Police Dispatcher I (TRAINEE) **Job Order #** 10867796

Job Description: Incumbents receive/evaluate 9-1-1 calls for emergency services and dispatch appropriate response personnel.

Requirements: One year of recent full-time paid dispatching experience Must be able to type 25 words per minute.

Position Title: Electronic Instrument Technician **Job Order #** 10867784

Job Description: This is work installing, troubleshooting, calibrating, repairing, modifying and maintaining instrumentation and electronic control systems.

Requirements: Associate's degree in Electronic Engineering Technology, AND two years of full-time paid experience in electronics

Position Title: Laundromat Attendant **Job Order #** 10871570

Job Description: Willing to help the customers whether it be opening the door for them, assisting customers by helping the bring their laundry in from their vehicle, assist with locating the proper washer size to use

Requirements: The attendant should be computer literate as the operations of the business use Windows base software

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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. Some college preferred.

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

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

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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: 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

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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

Position Title: Secure Network SME **Job Order #** 10875135

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: 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

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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 #** 10875045 & 10875049

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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