



Francis G. Slay, Mayor

# Hot Jobs in St. Louis

SLATE American Job Center

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

Version Date: 11/07/2014

**Position Title:** School Team Coordinators **Job Order #** 10892551

**Job Description:** Development of relationships with school personnel, the ability to organize and implement engaging, age appropriate prevention activities

**Requirements:** Qualified candidates will possess a Master's degree and licensure or provisional licensure is preferred.

**Position Title:** Utility Worker **Job Order #** 10892610

**Job Description:** Duties may involve operating mechanical equipment, tools, and vehicles required for grounds keeping and general park maintenance.

**Requirements:** It is preferred that the applicant have one year of full-time paid experience in general manual labor, or grounds keeping or construction work. Must possess and maintain a valid Missouri driver's license

**Position Title:** Program Specialist II **Job Order #** 10892606

**Job Description:** This is advanced-level clerical work facilitating and monitoring program operations supporting women, children, and families in St. Louis

**Requirements:** A Bachelor's degree in Public Health, Community Health, Public Administration, Business Administration

**Position Title:** Correctional Officer I **Job Order #** 10892601

**Job Description:** This is work in maintaining order, keeping records, and supervising the activities of residents at the City correctional institutions.

**Requirements:** Two years of work experience and a high school diploma or General Educational Development (G.E.D.)

## 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:** Police Officer (trainee) **Job Order #** 10892594

**Job Description:** Incumbents perform duties to patrol a specific area to protect life and property and enforce laws

**Requirements:** Applicants must be twenty-one years of age at the time of filing the Employment Application. United States citizen. High School diploma or equivalent. Applicants must possess and maintain a valid Missouri driver's license

**Position Title:** Animal Care and Control Officer **Job Order #** 10892592

**Job Description:** This is work upholding St. Louis City Animal Control policies and procedures; including the apprehension and impounding of stray, unleashed, or vicious dogs, cats, and other animals

**Requirements:** One year of recent full-time paid experience handling and controlling animals in an animal shelter or welfare agency

**Position Title:** MANUFACTURING TECH **Job Order #** 10887039

**Job Description:** Machine Operator with solid manufacturing experience, preferably in plastic manufacturing.

**Requirements:** PLC experience preferred. Need basic computer skills. High school diploma required.

**Position Title:** Tissue Diagnostic Equipment **Job Order #** 10881636

**Job Description:** PROVIDE routine technical support to customers on the operation and maintenance of company's medical equipment and products.

**Requirements:** Associates Degree or equivalent military training and 5 years experience in a closely related electrical electronic/ mechanical area

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**Position Title:** Service Desk Technician **Job Order #** 10885675

**Job Description:** Identifying/assessing problems and documentation, providing ACI setup/support, serving as an information center and buyer for related tech products.

**Requirements:** Associate's degree or equivalent training, 1 year in Service Desk and experience in server operations/hardware/software.

**Position Title:** Pilot Rotor Wing **Job Order #** 10881034

**Job Description:** The work will challenge your aeronautical flying skills and decision making, but it's a rewarding, satisfying career that can have a profound effect on patients and their families.

**Requirements:** Commercial & Instrument license (for category and class of aircraft). 1000 hours in PIC in category

**Position Title:** Executive Assistant **Job Order #** 10880701

**Job Description:** Support several high level executives with administrative support functions. Coordinate travel and meetings for team

**Requirements:** 4-6 years' experience as an Executive Assistant or high-level administrator

**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

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**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:** 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:** 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:** Assistant Manager of Valet Services **Job Order #** 10887073

**Job Description:** Managing the delivery of guest services, training associates, planning, assigning and directing work.

**Requirements:** Must have a valid driver's license and clean driving record and able to drive manual transmission.

**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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