



Francis G. Slay, Mayor

Hot Jobs in St. Louis

SLATE American Job Center

www.jobs.mo.gov

Version Date: 12/12/2014

Position Title: IT Help Desk Technician **Job Order #** 10959773

Job Description: Resolve 1st level technical service requests and incidents regarding computer hardware, software, network, mobile devices, security, and telecommunications systems.

Requirements: 2 years of experience with computer and server operations; hardware and software

Position Title: Manager Tax Corporate Office **Job Order #** 10959790

Job Description: The timely preparation and filing of all federal income tax returns, taking filing positions, consistent with the law

Requirements: Bachelors degree

Position Title: Office Associate **Job Order #** 10956426

Job Description: Read plans to ascertain length of lines, size and type of structures to be constructed for sewer inventory

Requirements: Graduation from high school or equivalent, and four years of progressively responsible experience in administrative support and/or construction work.

Position Title: Engineering Specialist **Job Order #** 10958317

Job Description: Assist in organizing, overseeing and assigning the work of right-of-way personnel, or consultant personnel performing property title research, property appraisals, and property/easement

Requirements: Associate degree or 60 college credit hours in related field or SR/WA certification

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 American Job Center representative.

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Position Title: Family Therapist **Job Order #** 10950772

Job Description: Provides parent education, psycho-education, skill-building, clinical interventions, and follow-ups to assigned families.

Requirements: Must have a Master's degree in social work, counseling, or psychology and must have aLCSW, LPC or LMFT

Position Title: COOK / DISHWASHER **Job Order #** 10950903

Job Description: MISS SHERIS CAFETERIA is in need of line cooks / dishwasher full time position.

Requirements: Employer prefers experience. Salary based on experience.

Position Title: Armed Vault Worker **Job Order #** 10958166

Job Description: Check identifying numbers or seals on bags of deposits and/or change shipments against the receipts accompanying each bag

Requirements: Highest grade completed in each school category (Grade, High, College, Grad School)

Position Title: Licensed Sales Agent **Job Order #** 10943456

Job Description: Will be responsible for maintaining a good relationship with current clients, handling current client accounts/policies, calling and answering calls from current clients

Requirements: Minimum high school graduate or equivalent. Active Health Insurance License Required

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Position Title: LEAD ABATEMENT INSPECTOR **Job Order #** 10946882

Job Description: Performing lead risk assessments on dwellings where children have been identified with Elevated Blood Levels, and enforcing the laws and regulations of the lead abatement ordinances.

Requirements: A Bachelor's degree in Environmental Science or a closely related field and, one year of recent full-time paid experience in a related field such as lead, asbestos, housing repair or inspection

Position Title: Director of Event Management **Job Order #** 10947101

Job Description: Directly supervises six full-time employees (Assistant Director of Event Management, Event Coordinators/Managers, and Administrative Assistant) and five or more part-time employees

Requirements: Travel may be required. Work a flexible schedule, to include, nights, weekends, and holidays.

Position Title: Administrative Assistant to the President **Job Order #** 10945910

Job Description: Responsible for the processing and maintenance of confidential and non-confidential correspondence of the school President.

Requirements: Must possess strong organizational, problem solving, and computer application skills

Position Title: Assistant/Associate Professor **Job Order #** 10937465

Job Description: Ideal candidates should have an interest in academic otolaryngology, a commitment to resident education, clinical research and a desire to build a busy academic head and neck practice.

Requirements: Applicants must be board certified/eligible by the American Board of Otolaryngology, must have completed a head and neck fellowship and be licensed/eligible to practice in Missouri.

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Position Title: Director of Advancement **Job Order #** 10945931

Job Description: Responsible for directing the development, implementation and oversight of fundraising efforts at the school through capital campaigns, annual giving, scholarship gifts, student fundraisers

Requirements: The Director of Advancement is accountable directly to the President of Rosati-Kain High School.

Position Title: Hospital Service Representative **Job Order #** 10945858

Job Description: Work on site with a key hospital customer to ensure that equipment is maintained and available as needed for patient care.

Requirements: Must be self motivated, have strong attention to detail, basic computer skills and previous work in a hospital or worked with medical equipment preferred.

Position Title: International Customer Service Account Manager **Job Order #** 10947006

Job Description: Seeking a conscientious, detail-oriented individual who can successfully communicate with customer's sales force and internal departments.

Requirements: Excellent communication and organizational skills, 2+ year's customer service experience. College degree preferred background in concepts, practices and procedures of manufacturing industry preferred.

Position Title: Signal Maintainer **Job Order #** 10937419

Job Description: Physical demanding work, outside work, shovel, pick.

Requirements: Ability to obtain Class A driver license.

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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: Systems Administrator **Job Order #** 10915311

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

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